

MIDDLETON GRANGE PRIMARY SCHOOL



PARENT INFORMATION BOOKLET



MIDDLETON GRANGE PRIMARY SCHOOL STAFF 2018

Management Team

Head of Primary School

Mr Rod Thompson

Learning Team Leaders

Mrs Kate Elder (Years 1-2) Mrs Lindsey Thoroughgood (Years 3-4)
Mr Nick Pomare (Years 5-6) Mrs Susan Meredith (Learning Support Team)

CLASSROOM TEACHERS

New Entrants

Mrs Donna Smith Rm 1

Year 4

Mrs Lindsey Thoroughgood Rm 10
Miss Janee Le Heux Rm 11

Year 1

Mrs Cass Down Rm 3
Mrs Annesley Wiggins Rm 4

Year 5

Mrs Rebecca Thompson/ Rm 12
Mrs Heather Kench
Miss Jan Kennedy Rm 13

Year 2

Mrs Elsbeth Reid/ Rm 5
Mrs Clare Ferguson
Mrs Kate Elder/ Rm 7
Mrs Karen McCormack

Year 6

Mr Geoff Wallis/ Rm 14
Mr Richard Wiggins
Mr Nick Pomare/ Rm 15
Mr Rod Thompson

Year 3

Mr Mark Smith Rm 8
Miss Serena White/ Rm 9
Mrs Susan Meredith

PRIMARY SUPPORT

Mrs Susan Meredith
Special Needs Co-ordinator/ELL Co-ordinator

Miss Rachael van Wichen, Mrs Rachael Bainton & Mrs Marisa Le Roux
ELL Assistants

Mrs Claire Bosma
Mrs Jo Hall
Mrs Tristan Reddell
Mrs Jo Gracey
Teacher Aides

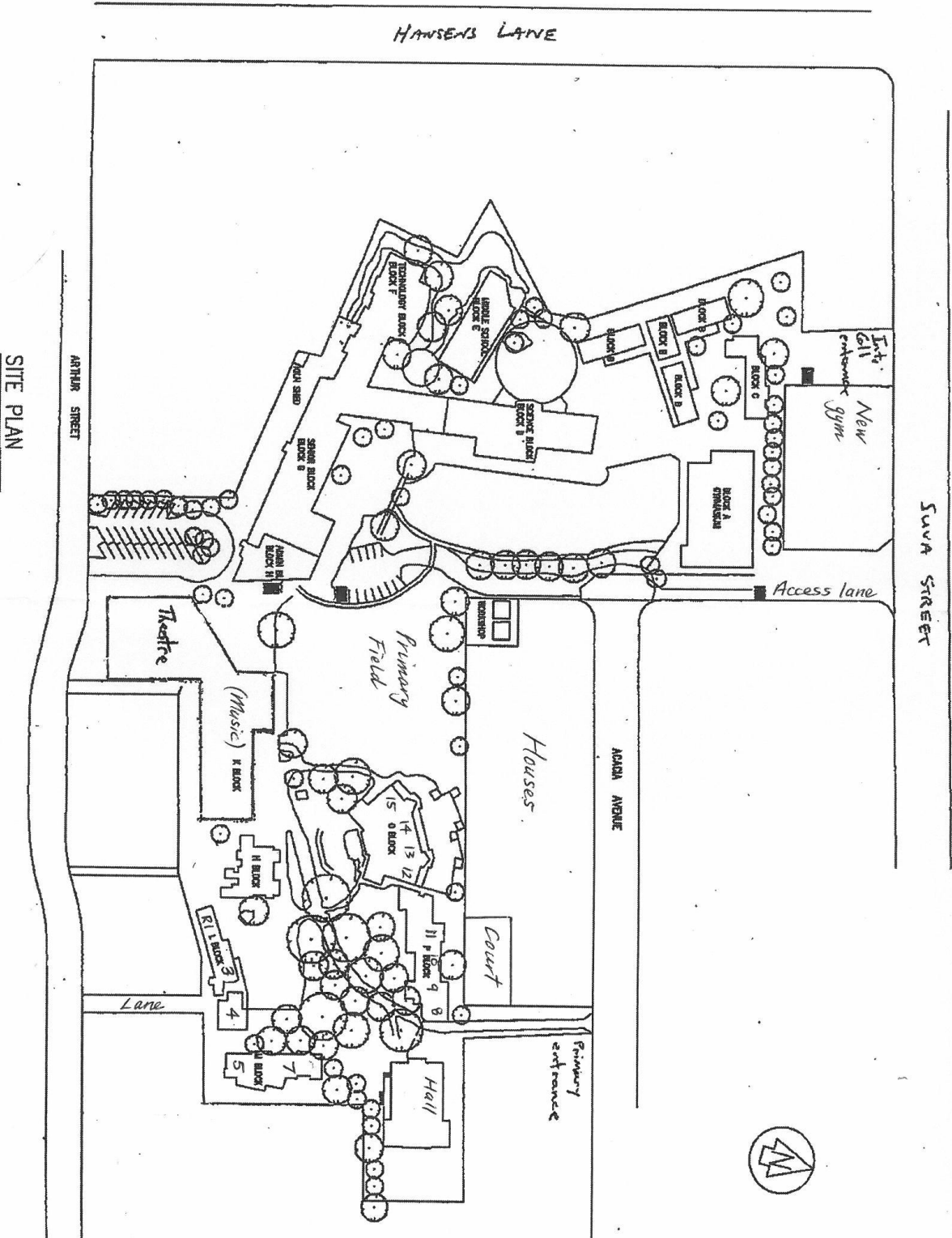
Mrs Jo McPheat
Librarian
Mrs Jan Pelvin
Primary Office Manager

30 Acacia Avenue, Riccarton, Christchurch

Emails: Head of Primary School
r.thompson@middleton.school.nz

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Primary School Officer Manager
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SITE PLAN

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MIDDLETON GRANGE

PRIMARY SCHOOL



INTRODUCTION

This booklet has been produced to assist the school community in understanding more fully the school and its workings. The contents are aimed specifically at parents of primary school children (Years 1-6) but a number of headings also pertain to Middle School and Senior College.

The Staff, Board of Trustees and the wider school community are working together for the betterment of your children. Please get to know our staff and support them in their roles in the school.

All children appreciate their parents' support and interest ... so do the staff! Please read this information carefully and keep it handy. It will help you get to know our school better.

Rod Thompson
Head of Primary

VISION STATEMENT

The community of Middleton Grange aims to assist parents in the education of their children, by providing an environment in which the Biblical truths of Jesus Christ are taught and lived.

MISSION STATEMENT

At Middleton Grange School we are committed to a rigorous learning culture based on an understanding of truth as revealed in the whole counsel of Scripture. We equip pupils with the knowledge and skills to understand their heritage and their place in it; and to critique and engage contemporary society. We work with parents to encourage pupils in their gifts and abilities to serve God and others.

GOALS

- To adhere to the Special Character of the school in all our policies, structures and relationships, and curriculum delivery.
- To educate pupils so that they develop a capacity to evaluate critically all experiences in the light of a Biblical worldview.
- To encourage pupils to be people of truth with a concern for integrity and justice. To have a genuine compassion for those in need.
- To promote an attitude to knowledge that encourages life long learning.
- To provide a balanced and broadly based curriculum which brings together the necessary relationships between academic excellence and personal virtues.
- To develop an understanding of the traditions of the school expressed in the original objectives outlined in the Middleton Grange Story.

ABSENTEES

Please telephone school and leave a message on the answer phone **each day** your child is away so we are aware your child is legitimately absent. It would assist us greatly if messages were left before 8.30am. When rolls are taken each day absentees are noted. Parents of children unaccounted for will be rung by the Primary Office Manager before morning tea to ascertain the child's whereabouts.

When the child returns to school please send along a note explaining why your child was absent **and the dates of the absence**.

We would appreciate it very much if this process was followed.

ABSENCE TO GO ON HOLIDAY, ETC.

The Ministry of Education's policy is - "An absence explained by a parent is not necessarily a justified absence. Parents do not have the right to excuse their child from school without just cause, for example - last day of school, sports day at school, meeting someone at the airport, dirty uniform, caring for a sick family member, birthday, taking advantage of cheap flights etc."

For prolonged periods of absence/leave for family events or other genuine reasons, please write a note or email to the Head of Primary School explaining why your child will be absent. We require notification for our records. Absences for 'holidays' during term time can be very detrimental to children's learning and we cannot approve these. Please consider this when planning family vacations.



ASSEMBLIES - IN THE PRIMARY SCHOOL HALL




Primary whole-school assemblies are held fortnightly on Wednesdays at 2.30 p.m. in Terms 1 and 4, and at 9.00 in terms 2 and 3. Parents are welcome to attend any of our assemblies, we would love to see you come along. This is a time of whole school singing, sharing God's word, prayer, notices, class items, awarding of certificates etc.


Learning Team assemblies are also held regularly:


Junior Learning Team (Room 1,3,4,5,7)	Monday 9.00am - Year 2 in Rm 6* Monday 1.30pm - Year 0/1 in Rm 6* Friday 9.00am - all in Rm 6*
Middle Learning Team (Rooms 8,9,10,11)	Friday 1.30pm - Classroom
Senior Learning Team (Rooms 12,13,14,15)	Friday 9.00am - Activity area or Classroom


*Please note Rm 6 is the Junior Activity Room between Rooms 5 and 7.
These are special times for classes to share ... parents are welcome to attend.

HOW AM I DOING?

D  **Doing the right thing**

C  **Cooperation**

B  **Bossing
Bothering
Bullying**

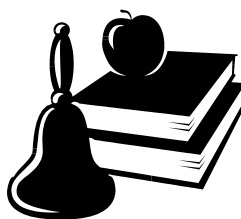
A  **Anything I want**

www.MarvinMarshall.com

There is a Primary School behaviour policy which is available on request.

BELL TIMES (PRIMARY ONLY)

8.45am Warning bell
8.50am School Day starts
10.40am Morning Tea
11.00am Morning Tea ends
12.30pm Lunch
1.25pm Lunch ends
3.05pm School ends

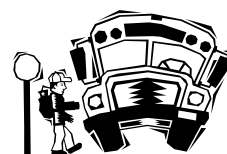


A duty teacher supervises the Arthur Street gate after school each day. Children are **asked** not to play on the playground equipment after school bells. **Any children still waiting for parents at 3.30pm are taken back to wait at the Primary Administration area.** Please don't leave your children to play after school as there is no duty teacher available.

Please ensure your child is at School and ready to begin the day **before** 8.45am. Children who are early may wait at the Primary Hall only. **Please do not drop your child off at school before 8.20 am.**

BUSES AND BUS ROUTES

There are three bus routes through the city. Bus routes and timetables are available from the main office. Bus fees vary according to the length of each term, but are approximately \$280 for 2 way travel daily. For occasional bus travellers, 20 ride tickets may be purchased from the office at a cost of \$65.



If there is a concern regarding behaviour, or any other bus matters, please contact the school. This is what we expect children travelling by bus:

- Good behaviour and manners is expected at all times.
- All students are to respect and care for other people and property.
- Noise level should be no greater than normal talking level.
- All students must be seated and remain seated throughout the journey.
- If there is a breakdown, students must not leave the bus or the control of the bus company without the driver's permission.
- No eating and/or drinking except with the driver's permission for those who travel longer distances.
- No throwing things around inside or outside of the bus.

Children are carefully supervised after school to ensure no one misses the bus!

Should you require further information regarding buses and bus routes, please contact Mrs Jan Pelvin, Primary Office Manager.

CAMPS, EDUCATION OUTSIDE THE CLASSROOM

Trips and visits away from school are an integral part of educational programmes at Middleton Grange Primary. At different times during the year, children may go on visits around Christchurch, to the Theatre, on a sports trip, etc. These experiences are seen as very important and are considered carefully. A clear notice explaining the trip, costs of the trip and a permission slip is sent out for each trip children go on.

A camp is undertaken in the Primary School as follows:

Year 6 Four day camp at Hanmer Springs - Term 4

Information regarding camp, including costs, programme, clothing and equipment needs, etc. are circulated to parents well before the camp takes place. We love to see parents involved in camp in many ways, including as camp parents and assisting with camp transport, activities, etc.

CELL PHONES

Our Primary Pupils should **not** have cell phones at school but, if children absolutely need a cell phone for after school use, it must be handed in to their teacher and switched off between 8.30 am and 3.05 pm.

If a phone is seen or used during school time, it will be confiscated and parents contacted to come and collect it. Responsibility for care of the phone rests with the pupil and the family. We recommend that any phone brought to school is named. The school takes no responsibility for the care of the phones.

As a general guideline, we strongly recommend that cell phones remain at home.

CHANGE OF ADDRESS OR CONTACTS

Please inform the main office should your address, telephone number, e-mail address or emergency contacts change. Please also inform your child's class teacher. This is important so that in the case of an emergency we are able to contact you quickly.

COMPUTERS AND INTERNET/E-MAIL

Each class has computers for teacher and pupil use. **Only School Software may be run on these computers.** All of the primary school computers are linked to the school intranet and the internet. A password restricts access to the internet and pupil access is strictly controlled and monitored.

Pupils do not have unrestricted access to internet and e-mail.

Children are time-tabled for regular computer use as part of the classroom programme.

Children's work or images may be used on school websites. Only the **first** names of pupils are used. Please advise us if you do not wish this to occur.



CONCERNS

As a school we have formulated a concerns policy which assists home and school in dealing with problems which may arise. This is issued to each family. Please refer to this for procedures and ideas to help you.

Please do not remain silent if you have a concern, are uneasy or troubled.

Problems are usually remedied easily. Rumours are often ill-founded, policies and practices are sometimes misunderstood. Errors, shortcomings and wrongs should be corrected as quickly as possible in accordance with Matthew 18:15-20.

CYCLES



Children who cycle must wear **approved safety helmets**.

We strongly recommend children do not ride to school until they are 10 years old (Years 5-6) at least.

Cycles **MUST** be locked on school grounds, as security cannot be guaranteed.

Cycles are stored behind Primary Administration.

COMMUNITY DENTAL CLINIC

The school is visited by a mobile dental unit in which school children have their annual dental check. Examinations, x-rays and preventative treatment will be provided from the dental unit. If a child has further dental needs requiring treatment, then an appointment will be made with their parents to accompany them to the Hillmorton Community Clinic. Should you wish to contact the dental service, you will need to call ph. 0800846983.

ENROLMENT (PRIMARY)

For new entrant children, most begin on their 5th birthday (or as close as possible). Legally, children must be enrolled in a school by the age of 6. Enrolment forms for placement at Middleton Grange must be completed the year before your child begins, eg. Child's 5th birthday is 6 March 2019, enrolment forms must be completed and arrive at school before the due date 2018, which is usually in August.

For all other levels, enrolment procedures must also be completed the year before your child is to begin at Middleton Grange School. The due date for enrolments varies slightly each year, but usually falls around mid to late August. All applications are processed within three weeks and offers of placement made around a month after enrolments close.

If an applicant is unsuccessful the application is kept for future placements should a previous offer of placement not be taken up or a child leave the school. When this happens all applications at that class level are re-considered. We do not have a ranked waiting list. If unsuccessful in enrolment one year, but you still wish to have your child begin the following year, a fresh application for enrolment must be made.

Approximate Time Line for Enrolment Procedure (Primary)

May	Enrolment form(s) and prospectus available from school office. Open afternoons - tour around school, presentation of "What is Middleton Grange"
August	Applications close
September/October	First round of placement offers made
November/December	Other placement offers made as places arise, ie. unexpected withdrawals from the school

The school prospectus and website will outline all key information about this process.

HAIR STYLES

Boys' hair must be neat, clean and tidy. Hair is to be kept off the face, out of the eyes, above the collar and not tied back. Girls' hair must be neat, clean and tidy. Hair is to be kept off the face, out of the eyes and tied back if it is below the collar'. Ties or headbands must be red or green (uniform colours).

Any radical hairstyles are against uniform code. Braids are acceptable but dreadlocks are not. Shaved heads or mohawks are not acceptable. Dyed hair must be a natural hair colour, ie. not bright pink, bright red, green, etc!

HEALTH NURSE

The Health Nurse regularly visits the school particularly to check the records of newly enrolled children. She is available to the school should a health concern arise regarding a child or children. She is also available to parents to discuss children's health issues.

Health Nurse: Kirstin Lambie - Phone 383 6877
Ext 99614

HEARING AND VISION

Hearing and vision testers visit the school periodically to assess New Entrant children's hearing and vision and to follow-up concerns with other children in the school. If you have a concern regarding your child's hearing or vision, please contact your child's class teacher.

Hearing/Vision Tester: Lorraine Macleod, Vision Hearing Testing Service
- Phone 383 6820

HOMEWORK

It is school policy that homework be set each week, Monday to Thursday nights. Guidelines for various levels are as follows:

Junior Learning Team (Years 0-2) 10-15 minutes

Middle Learning Team (Years 3-4) 20 minutes plus 10 minutes reading

Senior Learning Team (Years 5-6) 30 minutes plus 15 minutes reading

Parental interest in a child's work is **essential** to establish good work habits and develop independence in a child. Work set will reinforce material already covered in class and help establish the habits required to assist a child in using time wisely.

If your child is unable to complete his/her homework, please send a note along to his/her teacher. We do appreciate some weeks can be very busy and that some children have a number of out-of-school commitments.



If your child consistently struggles with the homework set, please contact your child's teacher to discuss homework content.



ILLNESSES AND EXCLUSION FROM SCHOOL

Some infectious diseases require the exclusion of children from school. Among these are:

Measles	Exclusion for at least 4 days after rash appears
Mumps	Exclusion until 9 days after onset of swelling
Scarlet Fever	Children may return to school 24 hours after starting anti-biotic treatment
Chicken Pox	Exclusion until lesions have crusted over - usually 6 th or 7 th day
Impetigo (School Sores)	Children may return to school 24 hours after starting anti-biotic treatment
Hepatitis A	Exclusion for 1-3 weeks after onset and until 1 week after jaundice has started
Hepatitis B	An exclusion from school is required. Precautions must always be taken when dealing with blood or secretions from wounds (bodily fluids): use gloves, wash hands thoroughly, wipe up blood spills with household bleach solutions.

Infectious Diseases		
 Early Signs	 Length of Time Child is Infectious	Special Measures To Be Taken
CHICKEN POX		
Fever and spots with a blister on top of each spot - develops approx. 13-17 days after exposure.	From 5 days before the first lot of blisters until 6 days after the last lot.	Keep child away from school until non-infectious. Disinfect articles soiled with secretions from throat and nose.
HEPATITIS A (INFECTIOUS HEPATITIS)		
Nausea, stomach pains, general sickness - develops 15-50 days (usually about 30 days) after exposure - jaundice a few days later.	From approximately 2 weeks before signs appear until 1 week after jaundice starts.	Good personal hygiene at home is important - especially hand washing after going to the toilet. Family/close friends can be protected by immunisation.
HEPATITIS B		
Similar signs to Hepatitis A - develops 6 weeks to 6 months (usually 2-3 months) after exposure.	From several weeks before signs appear until several weeks or months later. A few are infectious for years.	Family and close friends can be protected by immunisation.
MEASLES		
Running nose and eyes - develops approx. 7 days after exposure. Fever and a rash - develops approx. 14 days after exposure.	From the first day of illness until 4 days after the rash begins.	Other children in the household who have not had measles and have not been immunised should be immunised within 24 hours.

Early Signs	Length of Time Child is Infectious	Special Measures To Be Taken
MUMPS		
Pain in jaw, then swelling in front of the ear and fever - develops approx. 18 days after exposure.	From 1 week before swelling appears until 9 days after.	Keep child away from school until 9 days after onset of swelling.
RUBELLA		
A rash and swollen neck glands - develops approx. 16-18 days after exposure.	From 7 days before rash starts until 4 days after it appears.	Keep child away from pregnant women (because if a pregnant woman catches rubella, the baby may be harmed). Women who do not know about protection against rubella should find out about it from their Doctor or the Public Health Service.
STREPTOCOCCAL – SORE THROAT – SCARLET FEVER		
Headache, vomiting, sore throat - usually develops 1-3 days after exposure - sometimes a rash 24 hours later.	24-48 hours, if treated with antibiotics.	Essential to treat with antibiotics for 10 days.
WHOOPING COUGH		
Cold in the nose, persistent and cough whoop and vomiting - develops approx. 7-10 days after exposure.	For 3 weeks from first signs.	Other children in the household who are not fully immunised should stay home from school for 2 weeks or until they have received 5 days of a 2-week course of antibiotics. Babies and toddlers should be kept away from the patient (babies should have their first immunisation at 6 weeks). Contacts under 1 year of age need antibiotics. Children under 7 years of age need their immunisation status checked.
GLANDULAR FEVER		
Sore throat, swollen glands in the neck, fever - usually develops 4-6 weeks after exposure. Vague ill health for some time.	Prolonged - maybe for 1 year or more.	Bed rest in early stages. Continue to have plenty of rest even after symptoms disappear. Avoid stress & alcohol. Treat symptoms.
HAND, FOOT & MOUTH DISEASE		
Fever, rash on soles and palms and in the mouth - develops 3-5 days after exposure.	At least 10 days.	Hand washing after going to the toilet.

Early Signs	Length of Time Child is Infectious	Special Measures To Be Taken
SCABIES		
Rash between fingers, buttocks and under armpit - develops 2-6 weeks after exposure.	Until after treatment.	Important to treat family and close contacts all at once.
IMPETIGO (SCHOOL SORES)		
Scabby sores on exposed parts of the body - develops 4-10 days after exposure.	Until treated or healed.	Avoid contact with other children. Hand washing and hygienic disposal of bandages/sore coverings.
GIARDIA		
Stomach ache, diarrhoea and bloating - develops 5-25 days after exposure (usually 7-10 days).	Until cured.	Hand washing by the patient and caregivers is extremely important. Children should not attend school or playcentre while they have symptoms, but may be authorised to attend after being free of symptoms for 48 hours.
CAMPYLOBACTER		
Stomach pain, fever and diarrhoea - develops 3-5 days after exposure.	Until cured (which could be weeks or months).	Hand washing by the patient and caregivers is extremely important. Children should not attend school or playcentre while they have symptoms, but may be authorised to attend after being free of symptoms for 48 hours.
SALMONELLA		
Stomach pain, fever and diarrhoea - develops 6-72 hours after exposure.	Until cured (which could be weeks or months).	Children should not attend school or playcentre while they have symptoms, but may be authorised to attend after being free of symptoms for 48 hours.
MENINGITIS		
Generally unwell, fever, headache, vomiting, sometimes a rash - usually develops 2-4 days after exposure.	24-48 hours after starting antibiotics.	Urgent hospital treatment. Antibiotics are sometimes given to contacts. Vaccination prevents HiV (Haemophilias Influenzae Type B Meningitis).

ILLNESS OR INJURY

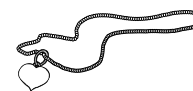
If children injure themselves at school or become ill we will contact parents/guardians or caregivers directly should the child require further treatment or need to be taken home. **We err on the side of caution.**

We would appreciate your help in NOT sending sick children along to school. It can be very distressing for the child and there is always the risk of transfer of an illness to other children or staff. If vomiting and/or diarrhoea occurs, please ensure there is at least a 24 hr period from the last bout before a child returns to school.

If parents/guardians/caregivers cannot be contacted, we telephone the emergency (back-up) number you have provided. Should your contact or emergency numbers change, please let the main office know, so details can be entered on our pupil database.

JEWELLERY, NAIL POLISH, MAKE-UP

Items of jewellery are not to be worn at school. For reasons of safety, loss, or breakage, jewellery should be left at home. Nail polish and other make-up should not be worn at school. Plain **silver or gold** studs may be worn by girls only.



LIBRARY

The primary school library, situated in the "Old House", is open from 9.00am to 2.30pm daily. The library is open at lunch times from 12.50-1.20pm. Classes also have time tabled periods during the week in which books may be borrowed and research tasks undertaken.

The issuing system is fully automated so accurate records of issues and returns are kept. All books are on the OPAC (On-line Public Access Catalogue) so materials can be easily accessed.

Pupil librarians assistants are available to help children select books and assist in carrying out day-to-day library activities. Please assist us by having your child return their books on time and by looking after their selected library books. A library bag is a necessary requirement to ensure books are protected during their travel to and from school.

The library is a lively and interesting place. We are always looking for ways to encourage children's input. If you have great ideas for the library please contact Jo McPheat (Primary Librarian).



There is a large book stock in the library. Stock is perused carefully for content so that children are exposed to material reflecting the special character of our school - a large and time consuming task!

LOLLIES, SWEETS, CHEWING GUM, ETC.

No lollies, sweets, chewing gum, etc. are allowed at school. Lollies are not used in the school as a reward system.



LOST PROPERTY

It is essential that children's clothing and other possessions are clearly named. If property is lost it is stored in Room 6 (for Years 0-2 children) or enquire at Primary Administration (for Years 3-6 children). If your child loses a jersey or polar fleece, we have a collection of these items that you are able to borrow until the article of clothing is found. We ask that the borrowed clothing be returned to the Primary Administration area fully laundered.

LUNCHES & CANTEEN



Most children bring cut lunches from home. Please ensure lunches consist of a balanced diet including fruit. We operate a waste free lunch system. The idea is to eliminate wrappers, cling wrap etc. from lunches by using little containers that can be rinsed and reused. We don't want to see food wrappers at school thanks. Sweet snacks should be an occasional treat.

Lunches may also be bought through the school canteen. Price and product lists are issued to each family and periodically updated. If you do not have a current list, please see Primary Administration or Student Services.

How to Order: Your child's money must come to school in a SEALED envelope. On the front of the envelope write your child's name, room number, the order and prices with a final total. Please SIGN the envelope to show your child has permission to buy their lunch. At school your child (or child's teacher) will transfer the information from the envelope to the front of a lunch bag and he/she will place their money inside the bag. Please ensure your child is able to read your writing!

Payment: Please enclose the CORRECT amount of money in the envelope. A cheque is acceptable. **No change is given.** If you have more than one child in the primary school ordering lunch, you can put the total amount for all the family in one envelope. On the envelope write the names of the other children and their room numbers. On the other children's envelopes please indicate the name and room number of the child whose envelope contains the money for payment. If confused, please ask!

MONEY SENT TO SCHOOL – SCHOOL TRIPS & ACTIVITIES

During the year, parents may be asked for money to cover the costs of trips and visits, etc. These amounts are usually added to your account, but if money is sent along to school, please adhere to the following guidelines:-

- Send the correct amount if at all possible.
- Put money into a **sealed envelope**.
- Label the envelope with the child's name, room number and what the money is for.

MEDICINES – ADMINISTRATION OF MEDICATIONS AT SCHOOL

Medicines must NOT be kept in bags or desks - we want to minimise the risk of loss of medicines or the medicine being taken by other children.

Children MUST give their medicines to the teacher for safekeeping.

School Guidelines

Administration of medicines sent from home is NOT the automatic responsibility of the school where the medicines are non-emergency in nature or prescribed for named individuals at the school, eg. Diabetes, Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), Asthmatics.

Guidelines for medicines at school:

- a) Medications will be administered at the parent's request with the teacher's agreement and under a doctor's instruction (eg. written doctor's guidelines).
- b) Storage of medicines will be safe and secure at all times.
- c) Medication quantity will only be supplied a week at a time (maximum).
- d) Each time the medication is administered, a register will be signed.
- e) Parents/Guardians to provide the school with a medical statement that is acceptable for a non-medical staff member to hold responsibility for administering medication.
- f) Prescribed medication will only be administered once an agreement is signed and only by those named in the agreement. Alternative arrangements to be noted in case of person(s) usually responsible for administering the medication is/are absent.
- g) It will be the parents/guardians responsibility to inform the school of any change in the student's medical circumstances.
- h) Children with severe allergic reactions have an individual action plan for anaphylaxis, a copy of which is given to all teachers. Medical kits for these children are kept in the Head of Primary's office.
- i) Training for staff to be arranged as necessary.

MUSIC

All children are taught music in the primary school. Class lessons are taken by the classroom teacher or a Learning Team music specialist.

Recorder may be taught in Years 3-4. Recorders are sold through the school and a notice is sent out informing parents when one is required. The ukulele may be taught in Years 5-6. A class set has been purchased by the school for use in these lessons

The primary school has a Year 5/8 Choir which is involved in a variety of activities throughout the year including the Primary Schools Music Festival.

Music teachers come to the school and offer music tuition in a variety of musical instruments (keyboard, piano, saxophone, flute, violin, guitar, trumpet, to name a few) and singing. This is an extra charge. Children are taught during class time, usually in the afternoons. A notice is issued at the beginning of the year asking parents to register interest in this for their children. For additional information, please contact Mrs Pelvin, or the secondary music teachers.



NEWSLETTERS/NOTICES

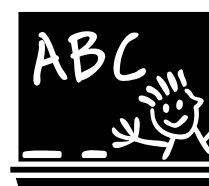
There is a whole school newsletter issued approximately every 2 - 3 weeks. This is e-mailed to each family and can also be accessed through the internet on www.middleton.school.nz. The Primary part of the newsletter will give information about recent events and up coming events, recognise children's efforts, and include examples of children's work or snippets on activities going on in classrooms.

Other notices may be issued to advertise events going on around the school, or requesting permission/money for a trip/event, etc. These are issued or e-mailed by class teachers or the Head of Primary School.

You will also receive periodic newsletters from classroom teachers giving information specific to their class.

PARENT HELP IN THE CLASSROOM & SCHOOL ACTIVITIES

In the Primary School we do enjoy a great deal of parent support in a wide variety of ways. Here are some ways you might like to get involved. Board of Trustees (BOT- an elected governance body), sports coaching (taking an inter-school team or assisting with Kiwisport), camp parent (Year 4 and 6 camps), resource repair and storage, helping with major activities or units of work (eg. school-wide activities, musical productions, etc.), assisting in the classroom (contact classroom teacher, eg. in reading, computer skills, special lessons or units of work), on field trips, in the parents, 'athletic' sports relay team, on school trips, eg. to Ferrymead, the City visit, on a walk.



There are many ways to be involved. If you are keen or have a skill you can share with staff and children, please let your child's teacher know. Please also regularly check the notice board (which can be found in the front window of Primary Administration) for any requests for assistance.

FINALLY- parents can assist us greatly by upholding the school, children and staff in **prayer**. We look forward to seeing you involved in the school.

PRAYER GROUP

If you want to pray specifically for our school, you are welcome to attend a prayer group which meets each Wednesday morning in the main building. Please make enquiries at Student Services for further information.

PUNCTUALITY AND ATTENDANCE



Punctuality is important. At the beginning of the day it is very important to be able to quickly settle the children and start the day in a positive way. Children arriving late can be very distracting and this does not lead to an organised day! Your help in this would be much appreciated.

Attendance at school for all children is **expected**. However there may be the odd occasion when children may need to be absent for a variety of family reasons. If this is so, please write a note to your child's teacher, preferably well before the day(s) of absence. (Please also see 'Absentees' and 'Absence to Go On Holiday').

A roll call is taken twice per day by the classroom teacher and recorded officially on an electronic attendance register. (See also under Absences to go on holiday, Page 7)

REPORTING PUPIL PROGRESS TO PARENTS

Children undergo regular and on-going assessment through the year as a natural component of the teaching cycle. A parent may request an interview with a teacher at any time during the year. However, there are four main discussion/reporting times during the year. These are:



- | | |
|----------|---|
| February | Transition interviews and Goal setting. |
| July | 3-way Conferences and in-depth oral report. This is based on your child's assessments and work samples available for you to look at in-depth with your child's teacher. |
| December | A summary of your child's year in written report form - a record for you to keep. |

Again, we stress as a staff, we are available to discuss your child's progress, and development at any time during the year.

RESOURCE TEACHERS OF LEARNING & BEHAVIOUR (RTL B)

Five RTL B's serve our cluster of schools. The RTL B's are based at Wharenui School but they work with children in all schools in the cluster. These people are available to work alongside children and teachers in the school. They especially work with children exhibiting learning or behaviour problems. They help bring to a situation a fresh pair of experienced eyes and a broad range of ideas to assist in overcoming problems.

Involvement of external helping agencies, such as RTL B's, is always done in consultation with parents.

SCHOOL TERMS & HOLIDAYS 2018

- | | |
|--------|--|
| Term 1 | Wednesday 31 January - Friday 13 April |
| Term 2 | Monday 30 April - Friday 6 July |
| Term 3 | Monday 23 July - Friday 28 September |
| Term 4 | Monday 15 October - Friday 14 December |
- Teacher Only Days - Friday 1 June
Waitangi Day - Tuesday 6 February
Easter - Good Friday 30 March - Easter Monday/Tuesday 3-4 April
Anzac Day - (Falls during term break - 25 April)
Queen's Birthday - Monday 4 June
Labour Day - Monday 22 October
Show Day - Friday 16 November



SPORT

This is compulsory for all Years 3-6 children. Many children opt to play inter-school sport (Friday 1.00-3.00pm - Terms 2,3). All children playing Kiwisports remain at school.

They are taken by staff and parents and taught games and skills in a variety of sports including touch, netball, hockey, soccer, basketball, etc.

Inter school sports on a Friday are as follows:

Winter (Terms 2,3) weekly Soccer
Netball
Rugby

Basketball teams plays on Friday afternoons in the Primary Hall and are coached one day a week. Other major sporting events which involve primary children are:

Athletics School (October)
Zone (October)
Central
(November/December)



Swimming School (February)
Central (March)

Cross Country School (April)
Christian Schools (May)
Zone (May)
Central (June)



Zone and Central winter sports tournament are also held in Term 3.

Our thanks to eager parents for their involvement in sport throughout the year!

STATIONERY

Instructions for ordering stationery are given at the end of each year for the following year's requirements. Stationery can be purchased on-line through Office Max prior to the start of the school year, or can be found at various stationery outlets. Please ensure that you specifically purchase the items requested. Any questions regarding stationery, please ask your child's teacher.

SWIMMING PROGRAMMES

We have a mid-winter swimming programme at Jellie Park Pool. This is taken by qualified instructors working with small groups of pupils. Costs for this programme are advertised well in advance. The programme is held over two weeks with children being taken in small groups.

ALL children are expected to participate in swimming programmes unless they are injured or ill. Please supply a note for your child if they are unable to participate.

All children need swimming togs and towel (goggles and cap optional) which need to be **named** and carried in a strong bag (a strong plastic bag is suitable - supermarket bags are prone to splitting).

TRAFFIC PROBLEMS – ENTRY/EXIT FROM SCHOOL



Middleton Grange School is not an "easy access" school, especially from 8.30-8.50am and 3.00-3.30pm ... these are heavy traffic times. Some guidelines to help alleviate traffic problems.

- a) Primary children are asked to use two gates ... the junior gate from Arthur Street which emerges into the playground next to Room 3 and 4. This entry should be used by Years 0-2 children. The Acacia Avenue entrance (Primary) between numbers 52 and 48, should be used by Years 3-6 children. If you have a mix of ages in your family, please use the Acacia Avenue gate.
- b) It pays to park a little further away from the entrances and walk children to the gate.
- c) It may pay to arrive at the school after the initial rush, especially in the afternoon at 3.25-3.30pm.
- d) Primary staff are on duty after school at the Arthur Street gate.
- e) Always collect/drop off your children on the school side of the road. Always avoid having your child cross the road. Always have your child get out of the car on the footpath side of the road.
- f) Please do not drop children off in the school grounds or school car parks - this leads to traffic chaos, especially with buses loading in the main car park area.
- g) Buses enter and leave the school from Arthur Street using a bus turning area.
- h) There are parking restrictions on Arthur Street designed to alleviate traffic congestion problems before and after school.**
- i) Please respect our school neighbours - **do not park up or across their drives or the school's driveway!**

Your help in this issue will be greatly appreciated by the school and lead to greater safety for your child.

UNIFORM

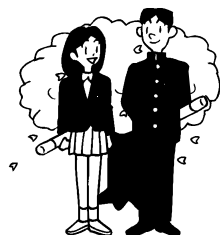
We do expect ALL pupils to wear our uniform with PRIDE. We expect pupils to dress tidily and show respect and care for their uniform. Please do not send your child with additional items of clothing that are not part of the uniform.

Uniform lists are available from in Jan Pelvin's office.

Summer uniform is worn Term 1 and 4

Winter uniform is worn Term 2 and 3

A sunhat is compulsory in Terms 1 and 4 (part of being 'sunsafe'). Sports gear needs to be at school (Years 3-6) for fitness and PE. **Polar fleeces must be worn to and from school in Term 2 and 3.** This is an item of clothing that should be worn outside only. Jerseys and cardigans can be worn inside. A second hand uniform shop is run from G103 1.30-3.30pm on Mondays and 3.00-5.00pm on Thursdays. Clothing from this shop is clean, in good order and reasonably priced. Most new uniform items are supplied at the school Uniform Shop. Some items are available at The Warehouse.



Mufti Days: Attire is to be clean, tidy and modest. Please also see 'Jewellery, Nail Polish, Makeup'.

WEBSITES

The Primary School is part of the general school website.

This site features work and activities from a variety of classes and is great for keeping up with what's going on.

The general school website can be found at www.middleton.school.nz. This site also provides a number of links, including a link to the Primary School website.

WITHDRAWING CHILDREN FROM SCHOOL

If you are intending to move your child to another school, we would appreciate as much warning as possible. This then allows us to prepare records early for transfer to your child's new school. It also allows us to offer a placement for another child earlier and so allow the parents of that child time to make arrangements for the transfer to Middleton Grange School.

Your assistance with this would be very much appreciated. Please inform the school by sending a note to your child's class teacher and the Head of Primary School outlining date of leaving, which school your child/ren is/are transferring to and any other necessary details.

If withdrawing children for extended periods of time, a place cannot be held open for your child. Upon return to Christchurch an application for placement would have to be submitted. If you are intending to take "extended leave" for your child(ren) please discuss with the Head of Primary School.

