

MIDDLETON GRANGE MIDDLE SCHOOL

Co-Educational Christ-Centred Education

Years 7-10



Parent/Pupil Information Booklet

for 2020 school year



Who's Who in 2020

Principal
Mr M Vannoort

Associate Principal
Mrs M Cassidy &
Mr C Utting

Assistant Principal
Mrs J Addison

Head of Primary School Mr R Thompson	Head of Middle School Mr M Barlow	Head of Senior College Mrs R Velluppillai	Director of International Coll. Mrs C Steyn
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SCHOOL WEBSITE: www.middleton.school.nz

Middleton Grange Middle School

The Middle Years

The middle years can be some of the most exciting and productive years of a child's compulsory schooling. Pupils have developed their basic skills and knowledge to a level which allows them to explore and challenge the world they live in, while not having the added pressure of NCEA.

Middleton Grange School is divided into four schools within the one. Each has its own distinctions, or flavour, as it seeks to most effectively develop age appropriate education. Middle School covers Years 7-10 and has approximately 470 pupils in it. Pupils move to Senior College at the beginning of Year 11.

Our position at Middleton Grange, indeed our conviction, is to provide an educational environment within which the biblical truths of Jesus Christ are taught and lived daily.

We also strongly believe that all children need their parents' support and involvement in their learning. Your interest and encouragement have a great effect on our efforts here at school. To help with your involvement please read and become familiar with the information in this booklet. Feel free to refer to it throughout the year.

If we can be of help, please feel free to be in touch.



Mr Matt Barlow
Head of Middle School

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Middle School

A School Within A School

Primary School Middle School Senior College International College



MGS Vision Statement

Middleton Grange School assists families 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.

School Verse

In Thy Light shall we see Light. Psalm 36:9

School Motto:

Character, Excellence, Service for the Glory of God

School Hymn

We rest on Thee - our Shield and our Defender!
We go not forth alone against the foe
Strong in thy strength, safe in Thy keeping tender
We rest on Thee, and in Thy Name we go

Yes, in Thy Name, O Captain of salvation!
In Thy dear Name, all other names above
Jesus our Righteousness, our sure Foundation,
Our Prince of glory and our King of love.

We go in faith, our own great weakness feeling
And needing more each day Thy grace to know
Yet from our hearts a song of triumph pealing
We rest on Thee, and in Thy Name we go.

We rest on Thee - our Shield and our Defender!
Thine is the battle, Thine shall be the praise
When passing through the gates of pearly splendour
Victors - we rest with Thee through endless days.

Maori School Song

Tēnā rā koutou e
O mahi taunei taunei
Ki runga o tata hei
E tenei rā
O te Middleton Grange e he mihi
A tū nei rā
Kia a koutou e ngā waka
Haere mai
Tihei mauri ora
Haera mai ngā iwi
Haere mai... (e e e)

This is a song of welcome (powhiri) to visitors to our school. It speaks of our guests coming on to our School and joining in our Christian journey (waka) and life in Christ.

Middleton Grange School Crest

The Sun

But for you who fear my name, the Sun of Righteousness will rise with healing in his wings.

Malachi 4:2



The Helmet

Put on the salvation as your helmet.

Ephesians 6:17

The Shield

In every battle you will need faith as your shield to stop the fiery arrows aimed at you by Satan.

Ephesians 6:16

The Sword

... and take the sword of the Spirit, which is the Word of God.

Ephesians 6:17

Middleton Grange School's Prayer

Almighty God
We praise You for You alone are great.
We thank You for your goodness and faithfulness to our school.
May your Holy Spirit lead us to love and obey the Lord Jesus Christ.
Give us the courage to follow Jesus and serve our neighbour.
Help us to act justly, love mercy and walk humbly with You.
Let your Word be a lamp for our feet, and a light to our path.
Grant us your wisdom and joy in our learning.
To You alone be the glory
In Jesus' name
Amen.

Te Karakia o te Kura

Te Atua Kaha Rawa
E whakamoemiti ana ki a koe, ko koe anake te Atua.
E Whakawhetai ana ki a koe mō tō painga, me tō pono ki tō mātou kura.
Arahina mātou ki tō Wairua Tapu ki te aroha, ki te rongo i a Ihu Karaiti.
Akiaki mai ki te whai te huarahi o Ihu ki te manaaki i ō mātou hoa.
Awhinatia kia mahi tika, kia arohaina, kia tau ki tō mātou Atua
He rama tāu kupu ki ō mātou waewae, he marama ki tō mātou ara.
Homai tō mātauranga me te hari ki te ako.
I te ingoa o Ihu Karaiti
Amine



Middle School Vision: Middleton Grange School

"In thy light shall we see light." Psalm 36:9

Character; Excellence; Service to the glory of God



We want our Middle School pupils to:

- **Develop / maintain a personal relationship with Christ:** to know and worship Him, to serve Him, to understand their purpose in Him and to live for His glory.
- **Be active learners:** influenced by Biblically based, expert teaching, the leading of Holy Spirit, open to advice and correction in a safe and stable environment.
- **Be active contributors:** pursuing excellence with humility, displaying character and virtues, willing to be good stewards with a service mind-set as well as displaying effective inter-personal skills.
- **Be critical thinkers:** to be informed decision makers, able to critique and engage with contemporary society and resist the influence of popular culture and other secular thinking.

This will be achieved through diverse and vibrant curriculum that recognises and celebrates the individual learner. Opportunities will be provided for pupils to learn and grow across a wide range of teaching and learning activities as well as extra-curricular pursuits which holistically shape the individual and recognises that each is made in the Image of God

Classroom Learning Culture in the Middle School

Classrooms are learning-centered environments and every pupil's actions & behavior **must** support this.



Before the Lesson Starts:	During the Lesson:	At the end of the Lesson:
<ul style="list-style-type: none"> - Ensure you are wearing your uniform correctly and tidily - Have everything you need for the lesson including the right stationary, equipment, materials and books - Be on time - Wait quietly outside and come in under the instruction of the teacher. Go straight to your allocated seat. - Take off any outside wear (e.g. scarves, jackets etc) - Take out your equipment and books (or device if BYOD is being used in this class) - If you are late, present a late pass or note and follow the teacher's instruction. Do not disrupt the class. 	<ul style="list-style-type: none"> - Follow the teacher's instructions always and promptly - Employ the 'Focused Learner' Principles: <ol style="list-style-type: none"> 1. Give your Full Attention when the teacher or a classmate is speaking to the class. 2. Be Organized throughout the lesson. 3. Be Curious about Content, ask questions and engage with the tasks. 4. Make Useful Contributions, Don't call out or talk loudly. Stay on task. 5. Be Self-Managing, Do not disrupt the teacher or other pupils, do not act in a silly manner in class - Raise your hand to contribute ideas or ask questions - Complete all of the work that is set for you or your group. Speak to your teacher about what is required if you unsure - Do not chew or eat in class (water bottles are ok) - Respect the classroom environment, clean up rubbish and do not graffiti desks or equipment - Only use your device at the direction of the teacher - Only move around the room with the permission of the teacher. 	<ul style="list-style-type: none"> - Record any homework, reminders or tasks to complete in your pupil diary - Pack up only when instructed by the teacher - Ensure that both the room and your uniform is tidy before leaving the classroom. - Only leave the room when directed to by your teacher - Go directly to your next class. Only visit your locker during scheduled break-times (Interval, lunch, before and after school)

Social Culture in the Middle School

The school atmosphere / culture must honour the commands to "Love God with all your heart, soul and mind and Love your neighbour as yourself" **Matthew 22: 37-39**



We do this by encouraging and upholding...

A Culture of Belonging	<ul style="list-style-type: none"> - We include and accept each other, treating others as we would expect to be treated ourselves. - We show <i>maanakitanga</i> (hospitality) to everyone - We have friendship groups but not friendship cliques - We show kindness, care, compassion, forgiveness, encouragement and empathy with our words and our actions - We look out for and support each other and the school - We have a sense of <i>Tūrangawaewae</i> (acknowledge our past, the present and this place) - We wear our uniform correctly and with pride
A Culture of Honour	<ul style="list-style-type: none"> - We honour God and each other through our words and actions - We always tell the truth - We do not swear, use unwholesome or crude language or words - We honour and respect the school environment, buildings and equipment - We honour and abide by the school rules and expectations - We acknowledge and take ownership of our actions - We demonstrate maturity, respect and responsibility
A Culture of Resilience	<ul style="list-style-type: none"> - We give our best in all we do - We have a growth mindset, giving things a go! - We are resilient - We encourage each other in all we undertake - We pray for and support each other in difficult times

A Statement on What the Middle School Seeks to Achieve

In recognising that each child is a unique creation, the Middle School at Middleton Grange School seeks to develop pupils God given gifts and abilities in an age appropriate manner: spiritually, academically, socially, emotionally, and physically.

As a staff we have agreed that we have an ideal to work towards. As an indication that our middle school is effective for the pupils in it we would assume that, having passed through a number of years in our area of the school, a pupil who moves to Senior College could be identified as demonstrating the following traits.

As a functioning member of their communities they will be:

- ↵ Pursuing of academic learning
- ↵ Exploring the issues of faith with integrity
- ↵ Active in practical works of service
- ↵ Active in critical Christian thinking both academically and socially
- ↵ Self-motivated and self-disciplined in learning and behaviour
- ↵ Cooperative with staff, other pupils and visitors to the school
- ↵ Responsible and reliable
- ↵ Honest
- ↵ Taking initiative in caring for others
- ↵ Showing courtesy and respect
- ↵ Organised and punctual
- ↵ Following instructions
- ↵ Consistently demonstrating independent work habits
- ↵ Able to appropriately communicate their needs

All our programmes, courses, systems and interactions should work towards the development of these aspects in the young people in our care.

What is Middle Schooling?

Young people undergo more rapid and profound personal changes during the years between 10 and 15 than at any other period of their lives. Although growth in infancy is also extensive, infants are not the conscious witnesses of their development as are young people.

(The National Middle Schools Association, 1995)

For pupils in the Middle Years; these changes are in a number of areas. Changes occur spiritually, physically, emotionally and cognitively.

Spiritual Development

A growing spiritual awareness can lead to a new consideration of issues of faith.

Physical Development

- Growth spurt lasts 2-3 years. Girls begin between 9 and 11 – peaks on average at 12½. Boys begin between 11 and 14 – peaks on average at 15.
- Within the wider group of emerging adolescents, there is a vast array of stages, as can be seen when one is working with a group of similar chronological age.
- “There can be a six-year span in biological development between a quickly developing girl and a slowly developing boy”.

It is a time when there is a preoccupation with physical appearance, with self-image, and with emerging sexuality

Social Development

This is a period characterised by a decreasing parental affiliation and an increase in the influence of peers. There is a strong sense of group conformity. At the same time, emerging adolescents often attempt to relate with adults other than their parents.

- The development of interpersonal skills.
- Constantly changing social interaction.
- A growing acceptance of and interest in members of the opposite sex.
- A social vulnerability (often easily influenced by the media).

Social skills and development can lag behind physical and/or cognitive maturity

Cognitive Development

Individuals develop the ability to:

- Think in abstract concepts,
- Consider universals such as freedom and justice and their intrinsic qualities.
- Be able to consider theories and not just observable facts.
- Grasp the notion of time encompassing a 'distant future' which can be planned for.
- Think in alternative ways and consequently having a, "tendency to be concerned with philosophical and ideological problems and to question the way in which adults run the world."

The questioning of adults and their methods and reasoning often leads to family conflicts as adolescents seek their parent's advice on important matters but also seek to, "establish their own identity and an increasing jurisdiction over [their] own behaviour."

Adolescents are caught between two worlds, one of dependence and the other of responsibility.

Middle School acknowledges these changes and seeks to respond to them. We believe that firm boundaries need to be set in these years while being responsive to the energy and enthusiasm of our 'emerging adolescents'. These years of schooling are marked by growing independence and responsibility, but also by a vulnerability and innocence.

Meeting the Needs of All Learners

Pupils with specific challenges in learning are identified and appropriate programmes set in place through extra tuition for International pupils, and ongoing support through the Learning Centre.

At Middleton Grange we endeavour to work with young people in a Christ-centred and pupil-responsive manner. One way we respond to the needs is through integrated theme-based units.

Middle Schooling at Middleton Grange

In the Middle School, year level teachers spend a varying amount of time with their form classes, gradually decreasing the hours as they move up through the school (see below). This allows pupils to establish a good working and learning environment with their form teachers and the pupils in their form class. This also encourages strong pastoral relationships within the school. As they grow and mature, they become more independent and therefore spend less time with their form teachers.

Middle School Form Teachers Teach ...

Year 7	Form class, Scripture, English, Social Studies, Mathematics	Approximately 17 periods
Year 8	Form class, Scripture, English, Social Studies, Mathematics	Approximately 17 periods
Year 9	Form class, and one core subject	Approximately 10 periods
Year 10	Form class, and one core subject	Approximately 5 periods

Integrated Learning

In Years 7-8 Middle School form teachers focus much of the learning around a thematic unit based on a Biblical foundation. Each of these has a cluster of key understandings as expected learning outcomes. Various subjects are linked together to enhance pupil understanding and involvement. Some learning still stands alone outside the themed unit. Each of the year level teaching teams plan together the best way to integrate and engage the pupils in their classes with activities, projects, wall displays, guest speakers or field trips.

Extending Education with Rich Tasks

In the Middle School we recognise the many opportunities that exist to extend pupil's learning outside the classroom. This reinforces or applies learning from the class. Sometimes this involves field trips or fieldwork, sometimes professionals are invited to come into the classrooms to share their expertise.

These events are an integral part of our programme and support the learning outcomes for each unit. Pupils need to connect their new knowledge with practical skills, and how to respond and contribute to improving society.

Parents are always encouraged to participate in these activities. These events are published in The Middle School section of the Whole School Newsletter and on the School Events Calendar found at: www.middleton.school.nz.

Term Units and EOTC (Education Outside the Classroom)

Year 7

- Spencer Park Activity Day
- Cultural Diversity
- Communication - Ferrymead
- Waste Management – Material Recovery Facility
- Marae – Marae visit

Year 8

- Adrenalin Forest Activity Day
- Treaty of Waitangi- Museum visit
- Ski Day
- Market Day
- Service Day

Year 9

Man as Steward of Creation

- Year 9 Camp at Mount White Alpine Area
- Christchurch Pump Station
- Christchurch Court

Parent Involvement at Middleton Grange School

The staff, Board of Trustees, and the wider school community are working together for the betterment of your children and their learning.

We encourage you as parents to take up the many opportunities to be involved in our school:

- Join in class activities
- Go on field trips
- Assist as a reader/writer for tests
- Support parent evenings by your attendance
- Attend sports days or school productions
- Assist the HSN's work in the school
- Put yourself forward as a parent representative on the Board of Trustees
- Volunteer your time or services to Fiesta, our major fundraiser of the year
- Assist the Middle School in service project coordination and organization

Talk to anyone at the school about how you might best serve the school with your gifts of time, talents and energy.

Home School Network (HSN)

Contact person: Susan Broom

Contact details: 322 7424

I've Been in Year 6 at Middleton Grange. What's Different Between Year 6 and Year 7?

Here is what some Year 7's says.

- 🔔 "Year 7 is full of excitement, hard work and challenges." "There's lots of big people around." "It's more fun because you change classes a lot; you only spend 50 minutes in each class, not a whole day." "You have more freedom; you can even go to Rannerdale at lunch."
- 🔔 "The new technology beats what I'm used to. We have Science labs, Computer labs, Food, Woodwork and Art departments."
- 🔔 "The playground is awesome! It's all tyres and ropes. It's really fun to play tag on or you can sit in a tyre and talk with a friend."
- 🔔 "Middle School is really good and the stories you hear aren't necessarily true."
- 🔔 "You feel privileged because you have more responsibility."
- 🔔 "You don't have to sit down to eat your lunch."
- 🔔 Other things are different as well. With more freedom comes more responsibility. For example:
 - 🔔 "You don't have all your equipment in class; you must bring it to each period. You can't store things in your desk because you don't have a desk like that."
 - 🔔 You get a chance to do a worm farm or be recycling monitor.
 - 🔔 "You have a locker in a locker bay. You must keep your key safe. Having it on a clip is a good way to do this."
 - 🔔 "Teachers are very strict on uniform, eg. You must have your shirt tucked in."
 - 🔔 "You have to be punctual."
 - 🔔 "Your diary helps you to be organised."
 - 🔔 "You can go straight to the buses – no one lines you up and ticks off your name."
 - 🔔 "You get more work to do and you get graded on your work a lot more."
 - 🔔 "You must get changed for sport *and* PE."

Goal Setting

During your child's time in Middle School, he/she will be asked to set goals for their learning. These goals should cover academic and character growth. You will get more information on setting goals in December.

Questions you could ask your child to help set academic goals are:

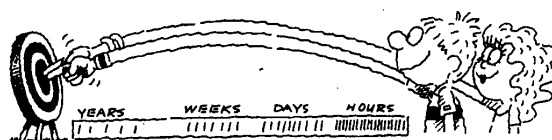
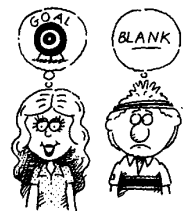
“What do you want to achieve? Why do you come to school? What are your next steps in learning?”

We also expect each child to grow in character and integrity. To help them with setting these goals we have outlined what we would like to see for each pupil. You could discuss what these things mean.

Taking My Place

Taking your place in society means growing in character and maturity. For each of our pupils each of these areas need individualised. Please consider:

- ↪ Pursuit of academic learning – what specific subject goals should I have this year?
- ↪ Exploring the issues of faith with integrity – how might I learn more about God?
- ↪ Active in practical works of service – what could I do at school, at home or in the community?
- ↪ Active in critical Christian thinking both academically and socially – what can I do to encourage myself to think before I act?
- ↪ Self-motivated and self-disciplined in learning and behaviour – What habits do I need to work?
- ↪ Cooperative with staff, other pupils and visitors to the school – what might this look like?
- ↪ Responsible and reliable – What would I do to show this?
- ↪ Honest – What is hardest for me?
- ↪ Taking initiative in caring for others
- ↪ Showing courtesy and respect – which area might I need to develop most in?
- ↪ Organised and punctual – How can I accomplish this?
- ↪ Following instructions – what is my challenge here?
- ↪ Consistently demonstrating independent work habits – what is my next step towards independence?
- ↪ Able to appropriately communicate their needs – when might I need to do this at school and what would it sound like?
- ↪ If you aim at nothing you are likely to achieve it! Aim high to learn and grow.



In Pursuit of Excellence

Middleton's Vision Statement in Action

Christian schooling is only one aspect of life that provides a specialised environment and daily opportunities for learning and developing people of character. The Middle School is a place where purposeful learning and living occurs within a compassionate community.

All staff recognise that “providing an environment in which the Biblical truths of Jesus Christ are taught and lived” needs to be worked at in very practical ways. We believe every pupil is a work of art and has the capacity to learn and grow, and capable of pursuing excellence. It is our job to train pupils to gain skills and knowledge and discover their natural and God given gifts and talents. We want to celebrate this process!

We want to recognise pupils who are developing and exhibiting qualities such as diligence, academic achievement, organisation, cooperation and consideration of others. We have developed a token system, whereby pupils are acknowledged for efforts in these areas by the people who teach them. In the pupil school diaries, there are pages devoted to recognising effort in these areas. Teachers have a range of opportunities to sign and acknowledge accomplishments.

The system acknowledges pupils at all levels of progress. A special certificate “In Pursuit of Excellence” is awarded to acknowledge positive steps in these areas. When a row of tokens has been received, pupils visit their deans for recognition.

- 10 tokens – each 10 tokens pupils visit their dean for recognition
- 50 tokens – a Dean’s visit and certificate issued in Year level assemblies
- 100 tokens– a Head of School visit and certificate in a Middle School assembly
- 150 tokens – a Principal’s visit and certificate in an assembly

This system gives opportunity to recognise the many small steps it takes in developing habits that build character. Jesus said, “Whatever you do, do heartily, as unto the Lord.” We applaud pupils who work at doing this during their time at school.

"In Pursuit of Excellence"

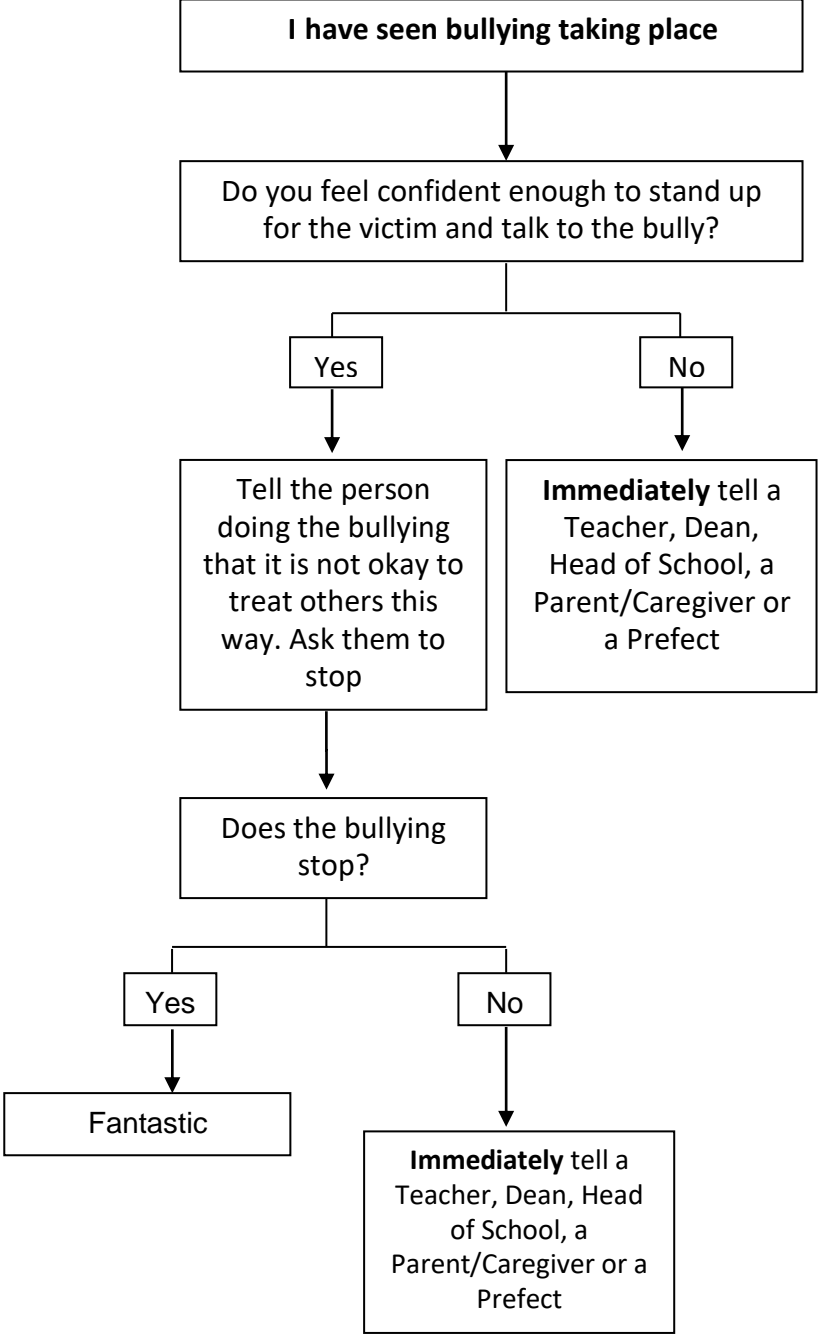
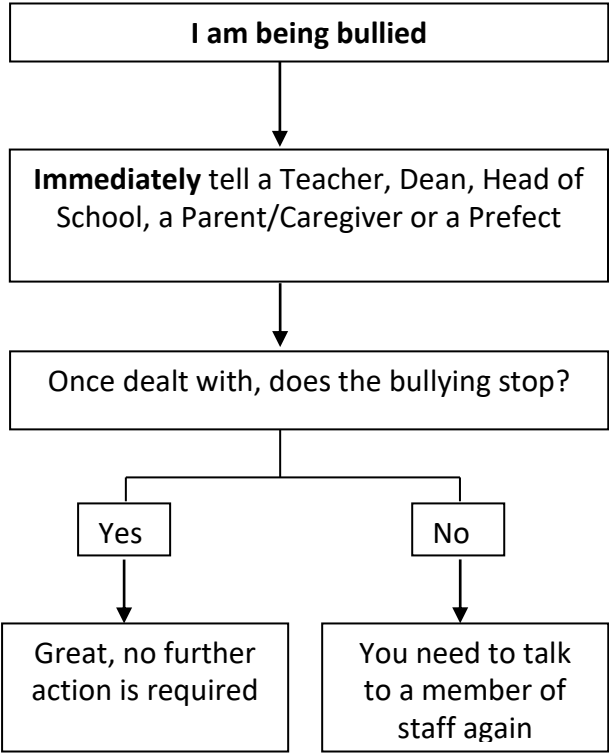
TOKEN SYSTEM

Year 7	= reward	50 =Dean's certificate
Year 8	= reward	100 = Head of School's certificate
Years 9 & 10	= reward	150 = Principal's certificate

Character	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellence	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>	<small>subject</small>
Senior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date											
Teacher											

STOP Bullying: Here's how!

Bullying is when a person or group intentionally uses or abuses his or her power to intimidate, humiliate, frighten or hurt someone else. Bullying may be physical, verbal, social, psychological or cyber-based.



“A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another.” John 13v34-35

This is a safe school where any bullying must be talked about immediately. It will not be tolerated or ignored.

Code of Conduct

The Code of Conduct identifies the principle by which we should conduct ourselves. This principle is best summarised by Jesus' words in Matthew 22:39 where He instructs us to:

“Love your neighbour as yourself.”

This principle informs the way we act toward others by:

- ✓ putting the needs of others before your own
- ✓ serving rather than demanding
- ✓ making wise choices - doing the right thing in every situation

Based on the conviction the Bible clearly teaches that, ultimately, God holds each of us accountable on a personal basis, we urge the same sense of individual responsibility by:

- ✓ accepting responsibility for any wrongdoing and its consequences
- ✓ demonstrating repentance through attitude and action

Through the Code of Conduct our intentions are:

To provide for pupils and staff a safe, ordered, secure and caring environment, which is conducive to working and learning.

The ultimate aims of discipline are to:

- Develop self-discipline in pupils.
- Develop biblical virtues.
- Promote academic excellence.
- Promote a suitable environment for learning.

To achieve this we will:

- Develop responsible citizenship.
- Foster respect for the rights of others.
- Have pupils develop social skills.
- Develop an awareness that the pupils are responsible for their own behaviour and the consequences of that behaviour.
- Encourage pupils to set their own personal goals and to strive to achieve them.
- Uphold a consistent standard of discipline throughout the school.
- Develop school morale.
- Communicate school policy to the community.

It is important to understand that teachers discipline out of concern for your welfare and spiritual well-being. Wrongdoing will be dealt with, but the focus is on developing future acceptable conduct.

Discipline is motivated by an effort to help you do right, to change the pattern of wrongdoing into a pattern of godly behaviour.

Discipline allows learning to occur

Absences:

It is important to note that a pupil should only be absent from school for sickness, family bereavement or family emergency. Absences can have a significant impact on academic progress and social interaction and attendance at school is a legal requirement for all pupils. It is the responsibility of parents and caregivers to make sure their child attends school.

If your child is absent due to illness, injury, family bereavement or family emergency:

- Please contact the school **before 8:40am** on the day(s) of absence. A message may be left which will be checked by the attendance officer.
- If the period of absence is due to illness or injury (Medical), a medical certificate from a GP, Specialist or Physiotherapist **must be provided if:**
 - o The period of absence is longer than three (3) consecutive days (including either side of a weekend or public holiday)
 - o There is a pattern of medical absences that are not consecutive but occur on an ongoing basis over several weeks e.g. one or two days per week over several weeks.
 - o A medical certificate **may be requested** where a child misses a scheduled assessment or assignment deadline.
- If a medical certificate is required, you will receive a notification from the school regarding this. The notification may be in the form of an email or a phone-call from a Dean, Learning Team Leader or Head of School.
- Where ongoing, justified medical absences are impacting on a pupil's ability to attend school, the Learning Team Leader, Dean or Head of School will make contact to discuss a plan for supporting the pupil who is absent. This may include (but is not limited to) modification of the child's timetable, liaison with agencies such as the Southern Regional Health School, school guidance counselors etc.
- Where a medical certificate is not provided the absence will be updated and recorded as 'Unjustified' or in some cases 'Truancy.'
- Where there are ongoing absences that are deemed 'unjustified' or 'truancy' the school will contact outside agencies including K1 Truancy Services and The Ministry of Education.
- If you wish to discuss your circumstances relating to your child's medical absences you are welcome to make an appointment with either your child's Learning Team Leader, Dean or the Head of Middle School.

If your Child is absent due to a Family Holiday, Conference, or Representative Commitments:

- Please contact the Head of Middle School **at least 2 weeks** prior to the period of absence. The Head of Middle School will inform you as to whether your absence is Justified or Unjustified according to the Ministry of Education's requirements. The Head of Middle School will also inform your child's teachers of the period of absence (though we also encourage you to contact subject teachers about work or assessment requirements during the period of absence.)
- Representative Commitments and Extended Bereavement Leave are generally considered 'justified' absences.
- Family Holidays, Conferences or other Extra Curricular opportunities are generally considered 'Explained but Unjustified' absences and are coded accordingly. The school discourages family holidays being booked during term times and the Ministry of Education requires us to code this specifically as 'Holiday during Term-time.'

- There is no expectation or requirement for teachers to provide work for your child to do during a period of absence that is deemed 'Explained but Unjustified.' It is the responsibility of each child to catch up on any missed work and be aware of the work requirements. Teachers may choose to support this process.
- Assessments that are missed due to a period of absence that is 'explained but unjustified' may not be able to be completed and may result in that assessment being entered as 'not achieved' or 'not submitted.' Extensions are unlikely to be granted for assessment deadlines as a result of an 'explained but unjustified' absence.
- Where periods of absence are deemed justified, pupils may be given the opportunity to sit an assessment at an alternative time, or an extension may be granted for a deadline.

If your child requires a short period of absence during a school day (for an appointment etc):

- Please send a **signed note** along to school with your child so that the Learning Team Leader, Dean or Head of School can write a blue slip for your child. The Blue slip is required at Student Services when your child signs out to attend the appointment.
- The signed note **must include:** Your child's **name** and **form class, the date** and **time of the appointment** as well as any relevant details of the appointment e.g. Doctor, Physiotherapist, Dentist etc)
- All pupils who are issued a blue slip must sign in and out at Students Services when leaving and returning to the school grounds.

Other Absences:

Should your child need to be absent for any other reason, you should contact the Head of Middle School to discuss this. In some instances, we can make allowances for pupils to attend tutoring, meet a representative commitment or some alternative programmes which support their holistic development. The Head of Middle School will look at these on a case by case basis and make a decision in consultation with parents / caregivers, staff and the outside agencies that may be involved.

General Information:

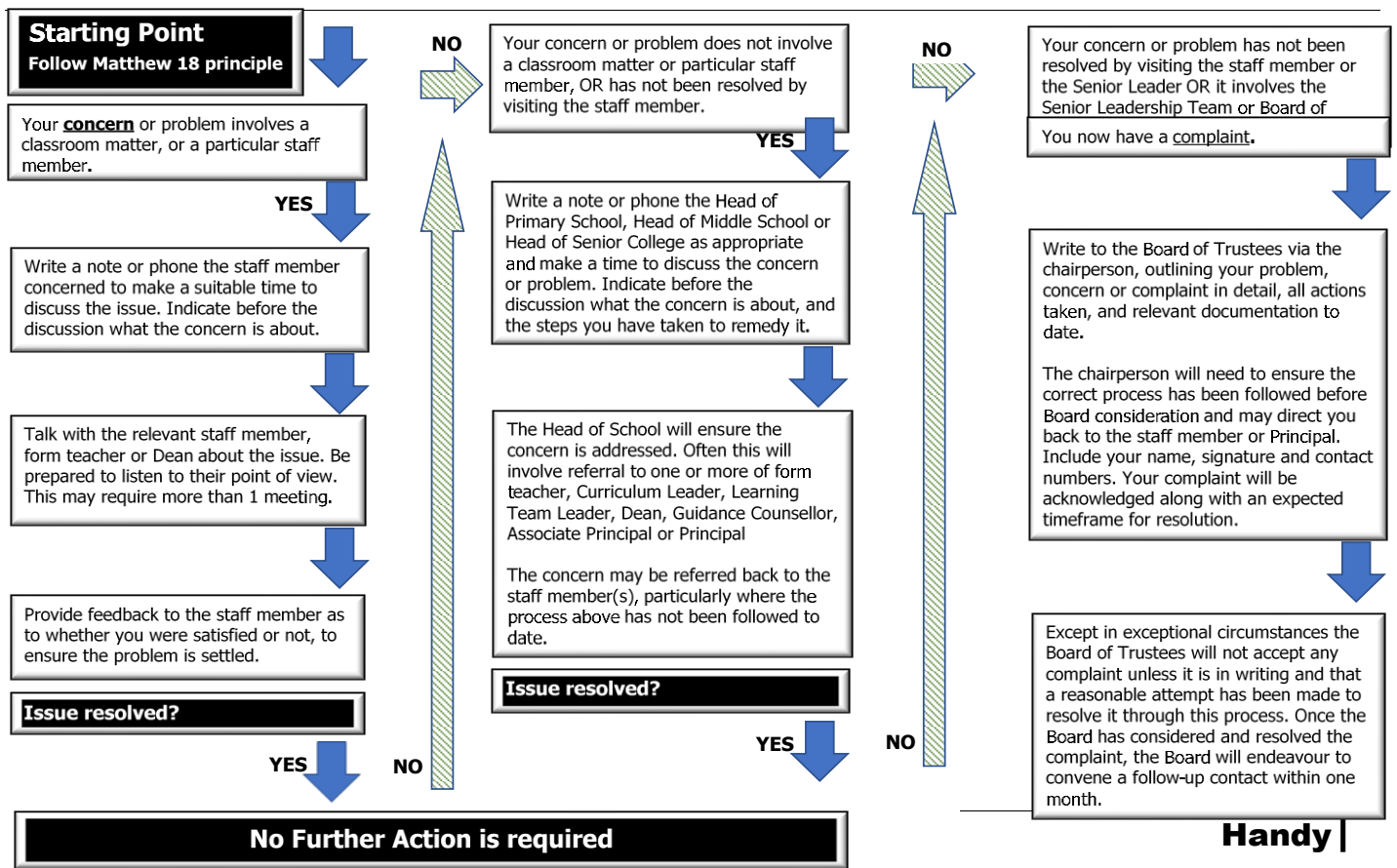
An absence explained by a parent is not necessarily a justified absence. Parents do not have the right to excuse their child from school without just cause e.g, the last day of school, sports days, meeting people at the airport, caring for a sick family member, birthday, taking advantage of cheap flights etc.

Regular monitoring of attendance is carried out each week by Middle School Learning Team Leaders and Deans to identify periods and patterns of absence. Each term, the Head of Middle School analyses the overall percentage of attendance of each pupil to identify how much school they have missed due to absences.

If the school is concerned about the level of attendance of your child, a Learning Team Leader or Dean will contact you to discuss the concern. In cases where the concern is not resolved you will receive formal communication from the Head of Middle School which further outlines the concern, your requirements and any plan that may be initiated to support improved attendance. This plan may include informing outside agencies e.g. K1 Truancy Service, The Southern Regional Health School etc.

Information about parent's responsibilities and legal requirements surrounding attendance can be found on the Ministry of Education's website: <https://parents.education.govt.nz/>

Procedure for dealing with Concerns or Complaints at School |



**Handy |
Hints |**

- Approach a teacher with your concern when they are not teaching
- Problems should not be discussed in front of children – either at school or at home
- We ask that staff show respect for you and ask that you show respect for them
- The first person you should see regarding your concern is the person closest to the problem
- If you have concerns regarding a pupil you must approach the school NOT the pupil
- We will only know of your concern if you tell us

**Concerns or Complaints |
Guidelines |**

- This sheet is designed to help parents and guardians understand what to do if you are concerned about some aspect of the school or if you have a complaint
- The school encourages open communication and prefers that you come to talk through a problem rather than discuss it in the community
- It is our job to be fair and to listen to your concerns, but this involves your support as well
- We hope that these guidelines are helpful so you can feel confident to approach us

**Communicating
your
Concerns
or
Complaints**

*Be quick to listen,
Be slow to speak,
Slow to become angry*

James 1:19

Middleton Grange School

School Year

General Information



Key Dates for the 2020 School Year

Term 1 Wednesday 29th January to Wednesday 8th April

Teacher Only Day	27 & 28 January; 9 April
1 st Day for Y7-13 pupils	29 January
Waitangi Day	6 February
Founders Day Assembly	
Y7-13 photos	
Parent Teacher Interviews	TBA
Parent Evenings (Y7, 8, 9, 10)	TBA
Swimming Sports	
Camp Year 7 and Year 9	
Athletics (Years 9-13)	
Easter Break	10 – 13 April (falls within school holidays)
Anzac Day	27 April (falls within school holidays)

Term 2 Tuesday 28 April to Friday 3 July

Teacher Only Day	29 May
Queen's Birthday	1 June

Term 3 Monday 20 July to Friday 25 September

Parent Teacher Interviews	TBA
Teacher Only Day	7 August
Year 9 Option Course Evening	
Year 10 Option Course Assembly	

Term 4 Monday 12 October to Friday 11 December

Labour Day	26 October
Show Day	13 November
Teacher Only Day	19 November
Community Service Days	
Prizegiving	

Refer to the MGS Events Calendar

First Week of School

27 January	Teacher Only Day
28 January	Teacher Only Day

1st day of school

Wednesday 29 January

Year 7, Year 8 and Year 10

Middle School Interview Day

- Either 20-minute interview with 3 other pupils and the form teacher to focus on your goals for the school year *or* Form class activities. This will be confirmed in a letter with information sent home in December.

Year 9

Orientation morning

Thursday 30 January Form Class Day

School starts 8:45am School finishes 3:20pm

Pupils in year 7 to 10 can expect to cover the following:

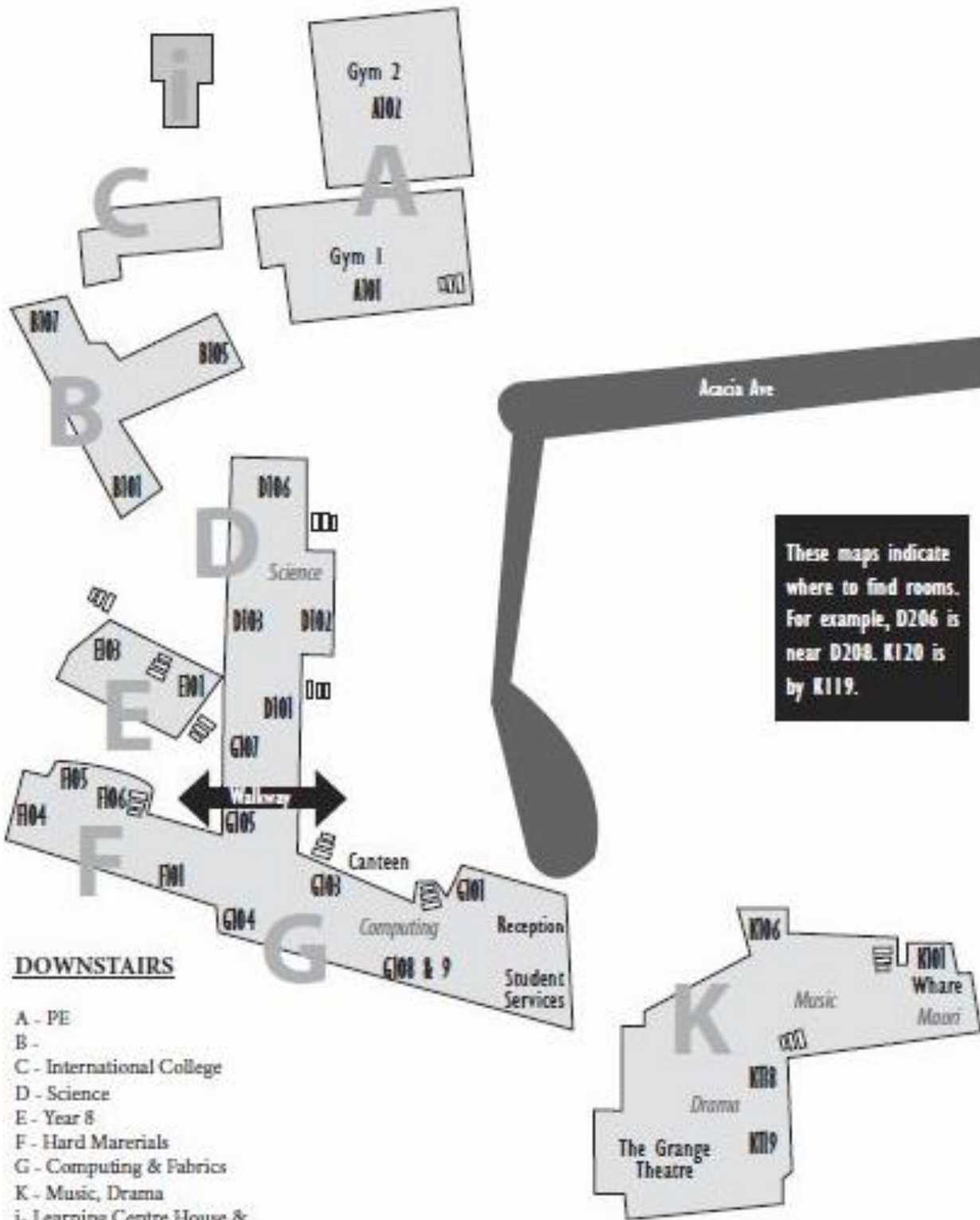
- Form time
- Orientation Activities
- Timetable (when will you do your subjects and in what classrooms)
- Craft/Options
- Locks, lockers
- Textbooks
- School Diaries
- Middle School Assembly

Friday 31 January Timetable Classes

- Timetable classes begin for years 9 and 10. Years 7 and 8 to be confirmed.
- Pupils are to be at school by 8:40am

Downstairs

Seva St

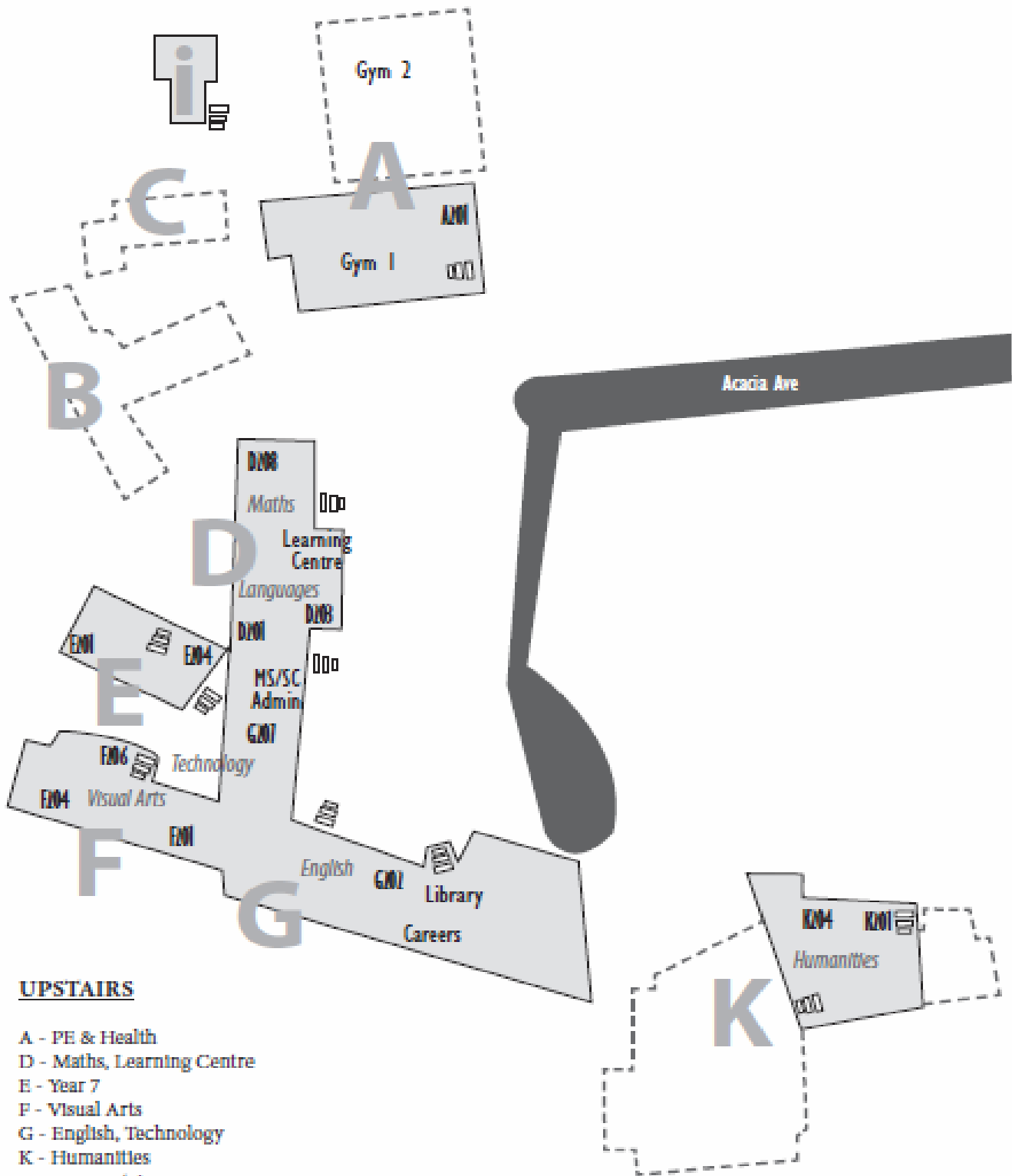


DOWNSTAIRS

- A - PE
- B -
- C - International College
- D - Science
- E - Year 8
- F - Hard Materials
- G - Computing & Fabrics
- K - Music, Drama
- i- Learning Centre House & International House

Upstairs

Sova St



UPSTAIRS

- A - PE & Health
- D - Maths, Learning Centre
- E - Year 7
- F - Visual Arts
- G - English, Technology
- K - Humanities
- no upstairs

General Information

Absences

Please refer to the guidelines for absences outlined on pages 20-21

Assemblies

Attendance is required at all assemblies as they are part of the school day. The focus is to acknowledge God's presence in the school. Pupils line up in class groups and are escorted into the gym by their form teacher.

Behaviour Levels

There are three levels:

Level 1: The Form Teacher will place a pupil on Level 1 if, after consultation with classroom teacher or parents, the Form Teacher considers that the pupil has an ongoing issue/concern.

Level 2: The Dean will be responsible for placing and supervising of pupils on Level 2.

Level 3: The Head of School will be responsible for placing and supervising of pupils on Level 3.

Any pupil placed on levels 1 to 3 will receive a copy of the appropriate guidelines book to take home for parent signature. See page 18 for Code of Conduct.

Cancellation of Events

School sports events are planned with an alternative date if cancelled by bad weather. If you are unsure, have your child come to school in their school uniform with the appropriate gear for the event in a bag. Cancellations/updates will be posted via School Website, School App, Facebook or Twitter Feed.

Car Park

Pupils are not to walk through any car park because of the danger from being hit by a car reversing out of a park. Pupils to use the footpaths provided.

Class Attendance

It is a legal requirement for pupils to attend school. Pupils must attend all timetabled classes. Refer to "leave" guidelines for special circumstances.

Classroom Etiquette

- See Classroom Learning Culture pg 8
- Pupils should stand quietly for any member of the Senior Leadership Team. (Principal, Heads of School)
- When waiting outside a classroom, wait quietly and to the side.
- No class is to enter a Science laboratory or specialist room without a teacher being present.
- Should the class teacher be more than 10 minutes late, a pupil should go first to the school office, secondly to the Head of School or Associate Principal.
- Teacher's desks are private and staff offices are out of bounds unless special permission is given.
- Any new writing on desks should be reported immediately to a teacher.

Computer Use

A 'Computer Use' permission form is issued on the interview day. It must be returned to your form teacher. Computers are for school use only. You will be held responsible for any unacceptable usage or damage occurring from the use of your login account. Pupils must not give their passwords to other pupils. BYOD - Year 9 /10 students are responsible for charging their devices overnight, ready for each school day.

Cycling

Pupils who cycle to school must wear approved safety helmets. They must come to school in their school uniform. Approved Raingear is allowed over the uniform. Cycles must be locked on the school grounds, behind B block. No pupils should loiter around the bicycle stands during school hours.



Daily Notices

Teachers usually read the daily notices. It is the responsibility of pupils to read the notices if they need to write down any details during form time. If you wish to place an item in the daily notices it must be approved by a staff member.

Dental Clinic (Years 0-8 only)

As with all Christchurch schools, we now have a Mobile Dental service which checks pupils in Years 0-8. Any treatment required needs to be done at our allocated local Dental Hub, which is in Hillmorton. Parents are responsible to book and transport their children to and from this Dental Hub should the need arise. From Year 9 onwards, school children attend private dentists, free of charge.

Detention

Lunchtime detentions are held on Tuesdays and Fridays for the first half hour of lunch times. These are given out for general misbehaviour: repeated lateness to class, uniform infringements and eating or chewing in class time. Failure to attend the lunchtime detention will result in an After School detention.

After-School Detentions are held on Tuesdays and Fridays from 3.25-4.25pm. These are given out for insolence, disobedience, fighting or bullying, truancy, theft, verbal abuse, dishonesty or other serious offences.

A letter is sent home to parents to inform them. Failure to attend without adequate reason will result in a further detention.

Detentions take precedence over all other school, sport, or work activities. If there is a problem, see your dean **before** the day of the detention with a note from a parent.

Deans

Middle School Deans and Learning Team Leaders have a counselling, curriculum coordination and a disciplinary role in the school. They will deal with problems referred to them by form teachers, class teachers and pupil leaders. They also help and advise pupils and are a point of contact for parents. Parents can make an appointment to see Deans by phoning the school office but we encourage initial contact to be made with the staff member concerned.

Early Finish – Wednesday 2:30pm for Sports (Years 9-13 only)

Late start: School will begin at 9.15am on Monday mornings.

Year 9-10 pupils who are not participating in an activity on Wednesday from 2.30 –3.20 are to go straight home.

Year 7/8 pupils have normal classes until 3:20pm. Their sport is on Fridays during periods 4 & 5. (See Sports section)

Sport is compulsory in the Middle School for pupils in Years 7-9.

Extra School Activities

There are numerous extra curricula activities available at school. Some activities are school initiated and some are private enterprises that use the school venue. As well as music tuition (see under Music), school productions and Kapa Haka are just a few examples of the numerous activities available through school. The person responsible for these activities sets the time, place and particulars of the activity. Information regarding these events is available at Student Services and in the daily notices.

Feedback on Your Child

There are many ways the school and parents communicate to each other about your child's progress. Parent interviews and reporting is one way teachers provide feedback to parents and pupils about progress at school. The cycle of reporting is:

End of Term 1	Parent/Teacher Interview evenings
End of Term 2	Reports mailed home
Beginning of Term 3	Parent/Teacher Interview evenings
End of Term 4	Reports mailed home

Lock Down Response Plan

Introduction

The term *lockdown* refers to the steps we need to take to ensure the safety and security of all at school only during a violent incident where there is threat to life (ie involving a gun, knife, explosives, etc).

When a violent incident occurs, every effort will be made to ensure the safety of staff, pupils, and the school environment.

The entire school including teaching and non-teaching staff, pupils, and visitors must be prepared to carry out the following procedures quickly, and efficiently.

The signal indicating a lock down is:

3 SHORT RINGS, 3 LONG RINGS, 3 SHORT RINGS – REPEATED (SOS)

This signal requires everyone to remain inside (where practicable) while the Armed Offenders Squad (AOS) or other support deal with the threat.

An ALL CLEAR notification will be issued by A.O.S/Police

If you are INSIDE A SCHOOL BUILDING and hear the LOCK DOWN alarm:

DO NOT CONFRONT THE SUSPECT

- Focus on taking care of yourself and any nearby pupils, ensuring that you are out of harm's way
- When the alarm sounds, immediately lock all doors and windows; close curtains
- Turn off all lights, and electronic devices (cell phones on silent mode, to avoid drawing attention to you)
- Contact the office ONLY if you have vital information regarding the incident
- Seat the pupils on the floor, out of sight, until the ALL CLEAR notification
- Maintain silence
- Pupils are to follow all staff/police instructions
- NO-ONE is to leave the classroom until the ALL CLEAR
- Mark your roll and complete an attendance report
- If appropriate and without jeopardising the safety of themselves or others, the teacher will take measures to assist the injured,
- Disregard the fire evacuation alarm or school bells, unless informed by authorised personnel
- Evacuation of buildings will occur ONLY at the direction of authorised personnel. When this occurs staff and pupils leave the buildings in an orderly manner. You may be asked to go to a particular meeting place for further instructions/debrief

If you are OUTSIDE A SCHOOL BUILDING and hear the LOCK DOWN alarms

DO NOT ENTER ANY SCHOOL BUILDINGS

- Staff and pupils are to move quickly and quietly to the nearest safe area eg Rannerdale Fields, Primary Fields and wait until the ALL CLEAR occurs, or directed to another area by authorised personnel
- Pupils must be quiet and follow all staff/police instructions
- Turn off all electronic devices; cell phones to be placed on silent mode
- NO-ONE is to leave the designated area until the ALL CLEAR is sounded
- If appropriate, the teacher will take measures to assist the injured, without jeopardising the safety of themselves or others
- Disregard the fire evacuation alarm if this goes off, or school bells, unless informed by authorised personnel
- Evacuation of buildings will occur ONLY at the direction of authorised personnel. When this occurs staff and pupils leave the buildings in an orderly manner. You may be asked to go to a particular meeting place for further instructions/debrief

If you are REPORTING A VIOLENT INCIDENT:

DO NOT CONFRONT THE SUSPECT, regardless of if they are known to you or not

- Keep out of the way
- Use the nearest phone to dial 111 immediately. You will be expected to remain on the line and may be asked for any of the following information:
identify yourself, the school name, and full address, describe the situation, location and number of suspects; and explain a safe approach for police if you can, suspect moving or stationary, identity of suspect, description of physical appearance of suspect – clothing, build, etc, description of weapons, possible motive or threats made (if known), identify if anyone is injured and the severity of the injuries
- If it is safe to do so without danger to yourself or others, either you, or someone else near you, ring the Principal's Secretary (3489826 ext 707) or the office (ext 0), to pass the information on to the Principal, who will then ring the Lock Down Warning alarms

If you receive a REPORT OF A VIOLENT INCIDENT:

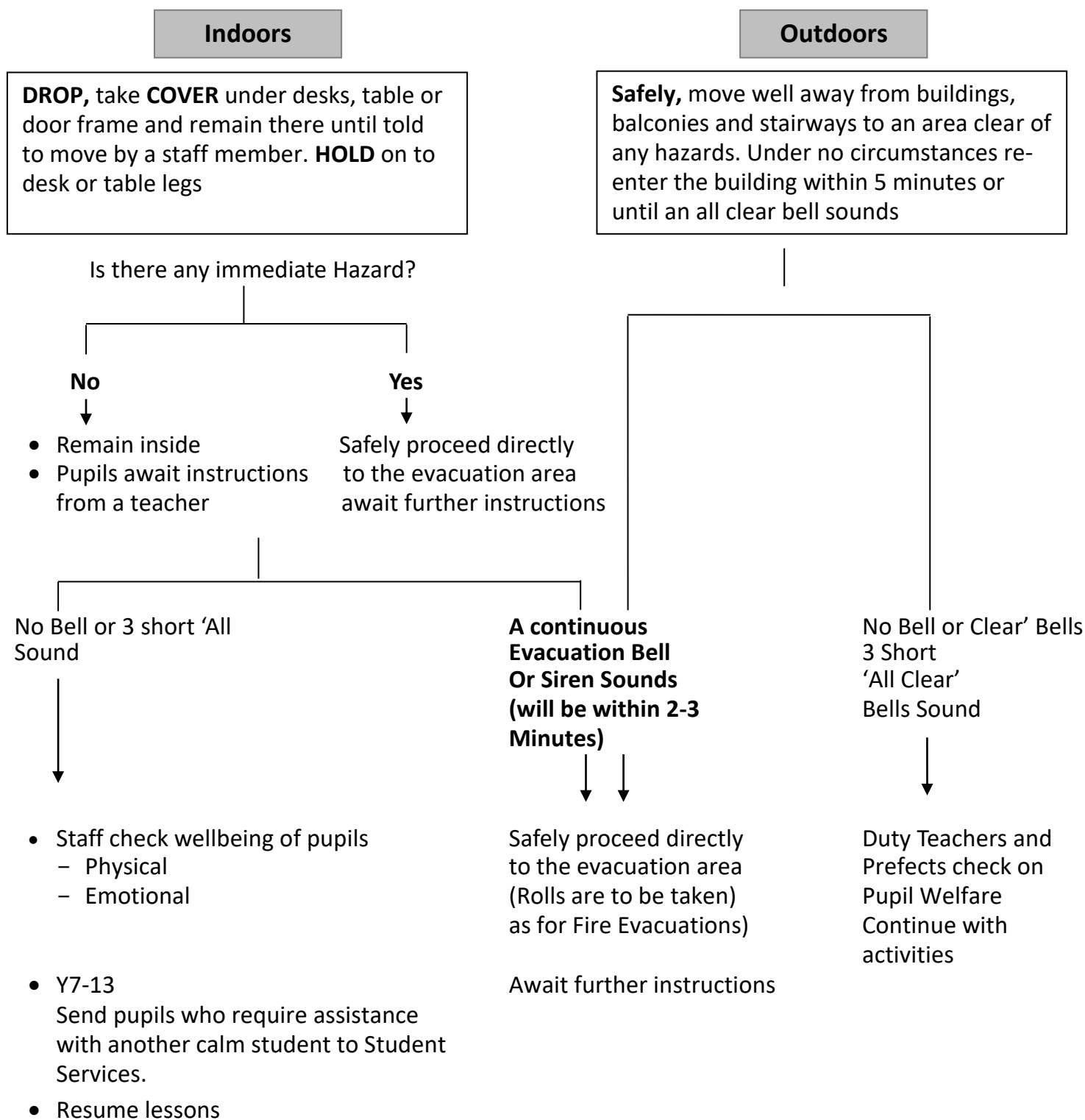
- Remain calm
- Provide information to the Principal/Senior Leadership Team such as location of incident; location of reporter; description of suspect; description of threat; possible injuries
- Ask if the person reporting the incident has dialled 111. If not, report to the Principal or designate, to do so
- On the approval of the Principal/Senior Leadership sound the Lock Down Procedure Alarm (found on the Evacuation panel in the main office). Email all staff as many details as possible

Fire & Earthquake Procedures

In the case of fire or any other emergency, the alarm signal will be the continuous ringing of bells. If this occurs, pupils will leave the building immediately in an orderly manner under the supervision of teachers and assemble in the area allocated. Fire alarms and fire prevention equipment must not be touched except in an emergency. Pupils will be familiarised with the procedures during the first week of school.

Earthquake & Aftershock Emergency Response Plan

This plan defines the responsibilities for action in an emergency affecting Middleton Grange School. The response to an earthquake depends on where you are at the time the event occurs



Food

Food may not be eaten in class. Chewing gum is not allowed at school at any time. Bottled water is allowed in classrooms.

Handbook/Diary

The handbook should be used only for school information and recording homework. Teachers may inspect it from time to time. Should it be lost or defaced in any way it will need to be replaced at the pupil's expense.

Homework

Pupils are expected to spend time each evening on homework. This may be nightly subject work, revision, studying for assessments or working on research projects. Parental interest is essential to establish good work habits and develop independence. Parents should help pupils balance their school commitments, out of school commitments and church commitments. (See study help pages in the back of this booklet.)

House Competition

One of the major events in 1967 was the establishment of a House system in the Secondary Department. The names of the Houses were chosen in order to link the four men with the Historic associations of the school property. The names Scott, Shackleton and Wilson were synonymous with the Heroic Age of Antarctic exploration. Sir Charles Bowen was the major owner of the property that the school now stands on.

Scott, Shackleton, Wilson, all commemorated Antarctic explorers who were known as visitors to the property. In 1860 Charles Bowen, in the company of Clements Markham (a noted traveller and geographer), crossed the Andes of South America. In 1861, Charles married Markham's sister. Clements Markham later became President of the Royal Geographic Society and as such laid the plans for Robert Scott's Antarctic voyages. It is not surprising that he chose to make Scott's New Zealand headquarters at Middleton.

Each pupil is allocated to one of the following houses:

Bowen House

Named after: Sir Charles Christopher Bowen
Motto: 'Service and Hospitality'
Colour: Red

Scott House

Named after: Captain Robert Falcon Scott
Motto: 'Courage and Endurance'
Colour: Yellow

Shackleton House

Named after: Sir Ernest Henry Shackleton
Motto: 'Leadership and Perseverance'
Colour: Blue

Wilson House

Named after: Dr Edward Adrian Wilson
Motto: 'Dependability and Faith'
Colour: Green

During the year sports and cultural events become part of the House Competition toward a trophy at the end of the year. Pupils are encouraged at each event to wear their house colours and enter into the spirit of the occasion. Each house elects house captains and vice captains.

Middleton Grange is privileged to host international pupils at our school.

All pupils with Study Visas will be given an International Pupil Behaviour Code, Discipline System and Grievance Procedure booklet. International pupils are expected to be familiar with the special procedures that apply.

Lateness

Punctuality is valued at our school and lateness is regarded seriously. Pupils are expected to be at school by 8.40am and to be in class by 8.45am.

Pupils who arrive after 8.40am must bring a note and present this to Student Services before proceeding to class. A "late pass" is available from the Head of School at the beginning of the year where it is impossible for a pupil to be at school on time for a valid reason. Pupils must present a note from the office or a previous teacher to be excused for lateness to class.

Leave

Appointments should be scheduled out of school hours wherever possible. Where this proves impossible or they are seeking to be excused from some activity such as sport, pupils are to bring a note from their parent. Before period 1 this is placed in the blue slip box inside the Senior College/Middle School Administration area. In E block for Year 7 and 8 pupils. At interval, the pupil collects the "blue slip" from the same place.

A note explaining other absences must be placed in the absence box at Student Services the morning the pupil returns to school.

Any request for extended leave, which is more than one school day, must be made well in advance in writing to the Head of Middle School. It is important for parents to remember extended absences from school have an impact on learning.

Leaving Class

If you need to leave a class for any reason you must have a signed note from your classroom teacher.

Leaving Middleton Grange School Permanently

All pupils must complete a School Leaving Form prior to their last day at School. These are obtained from their year Dean and require signature of parent/guardian before obtaining signature from all staff involved with that pupil.

Those pupils who are leaving at the end of year must return their form to the school office by the set date.

Any missing books or outstanding charges must be paid for before a leaving certificate or profile is issued from the School.

Lockers

Lockers are compulsory for Middle School pupils. A school lock is provided for Year 9 and 10, and all pupils must sign the "Locker Use" permission form. Year 7 and 8 are responsible for the issued key. All lockers must be locked. Security of personal and school gear is the responsibility of the pupil. Pupils may not go to lockers between periods e.g. Period 1 and 2. This is to ensure punctuality to the next class. Pupils may go to their lockers before/after school, start and end of interval and lunch time.

Lost Property

Please avoid losing property by naming all clothing and books. Lost property cupboards are located opposite G104. On the cupboards, the teachers and pupils responsible for supervising lost property are named. Inquiries need to be directed to them. Displays are held each term and notified on the daily notices.

Medication at School

Pupils with medication needs can leave their medication at Student Services for safe keeping. Pupils who regularly require Panadol need to bring this from home. Student Services may provide Panadol during interval or lunchtime only, providing parents have given written permission at the start of the year.

Money at School

Money brought to school for use at the canteen must be kept secure in a locked place. The pupils may leave the money at Student Services for safe keeping. Most school trip activity fees will be charged to your school account via the permission slip. Large amounts of money at school is unnecessary and increases the risk of loss or theft.

Movement To and From School

By law pupils are under the authority of the school from the time they leave home until they return. Their behaviour and appearance in public is therefore the school's concern. Pupils are to travel straight home after school. They are not to enter shops without the permission of a staff member or parent.

The complete school uniform is to be worn on the street. Any exceptions require special permission. In the interest of pupil safety all road rules must be obeyed, and, in addition, all pupils must cycle single file in Riccarton and Blenheim Roads. Cycle helmets must be worn on journeys to and from school.

Music

In addition to regular core, performance and examination classes in music, there are several activities you may choose to be involved in. Groups include: Choir, Orchestra, Jazz Bands, Concert Band, Barbershop Quartet, Kapa Haka and Performance Company. You may well like to be involved in the cast of the Musical Production too.

Information on auditions or rehearsal times will be on daily notices, or can be obtained from Head of Music Mr Bisseker Email address: s.bisseker@middleton.school.nz

Tuition in Piano, Violin, Voice, Drums, Saxophone, Clarinet, Flute, Trumpet, Guitar, Bass Guitar, Cello and other instruments is available from tutors who visit the school. Enrolment forms and an idea of fees for these lessons can also be obtained from the Music Department.



Newsletters

A whole school colour newsletter will be emailed home 2 or 3 times a term. This includes a whole school focus from the principal, as well as events and information from all four schools.

Parent Evenings

Years 7, 8, 9 & 10 each have parent evenings throughout the year and sometimes combine for a special information evening.

- Term 1* Meet the form teacher and Dean and hear about the year's programme.
- Term 2* Parent and Pupil share an evening of what learning looks like in the Middle years.
- Term 3* Option and course selection meetings by year groups (Years 8, 9 and 10).

Personal Property

Personal responsibility – you must take personal responsibility for your own belongings. Take time to make sure that you have the right things with you for lessons and other activities. You get more benefit from school if you are well organised.

Naming – all your personal property must be clearly labelled with your own name. This includes all clothing, books, sports gear, cycle helmets, bags and anything else you bring with you.

Borrowing – other people's belongings are not to be borrowed without their permission.

Money and Valuables – the school will not take responsibility for these. Carry only small amounts of money and keep your money with you at all times. Large amounts for special purposes can be handed to Student Services. Do not bring valuable possessions to school.

Property

Any damage to school property must be reported immediately to the Property Manager (Mr Kevin Wakeham). Careless or irresponsible behaviour will result in payment of all or part of the costs involved.

Pupil Well being

- **Safety** - pupils are encouraged to play actively at break time but physical contact (play fighting, pushing, shoving or wrestling is prohibited so that everyone remains safe.
- **Relationships**: there is to be no physical contact between boys and girls. Where a natural interest develops it must be conducted so as not be conspicuous or exclusive.
- **Smoking** is not permitted on the School premises at any time. Pupils are also not permitted to have cigarettes at School. Smoking at any time in School uniform is also not permitted.
- **Alcoholic liquor and illegal drugs** are not permitted on the School premises at any time. The possession or consumption of alcohol/drugs is also forbidden on School sports trips and all other outside school trips and activities.

Purchased Food

The school canteen carries a range of food from sushi, muffins, chips, jelly, drinks and juices. There is a selection of hot foods and we have freshly prepared wraps, rolls and fresh fruit salad. Some varieties need to be pre-ordered and paid for at the canteen window at morning tea to be sure of their availability at lunch. The canteen is open all morning tea and lunchtime until the first bell. Please check the school web page for the full menu and price list.



School Accounts

The system of school accounts will be explained to new families during their enrolment interviews. The school's Business Manager is Mr Paul Hartstonge. Questions or concerns about school accounts can be directed to Mr Hartstonge on extension 705. School field trips and end of year picnics are generally charged to your accounts through the permission slip process. Major out-of-town trips, for sport or service, are generally not charged to your school accounts. Any canteen items are expected to be paid in cash.

Senior Pupil Leaders

Where Senior Pupil Leaders have been given special responsibilities, they are to be obeyed. Senior Pupil Leaders are given authority by the school's Board and Senior Management. Disrespect and disobedience to Senior Pupil Leaders will be treated as seriously as if they were staff members. If a pupil feels an injustice has occurred, the pupils should consult the Head of Middle School.

Sickness

If a pupil feels unwell at school, he/she must report to the sick bay. If leaving a time tabled class permission must be given by the class teacher.

Accidents involving injury must be reported to the School Office. If medical attention is required beyond school the parents will be consulted.

Skateboards

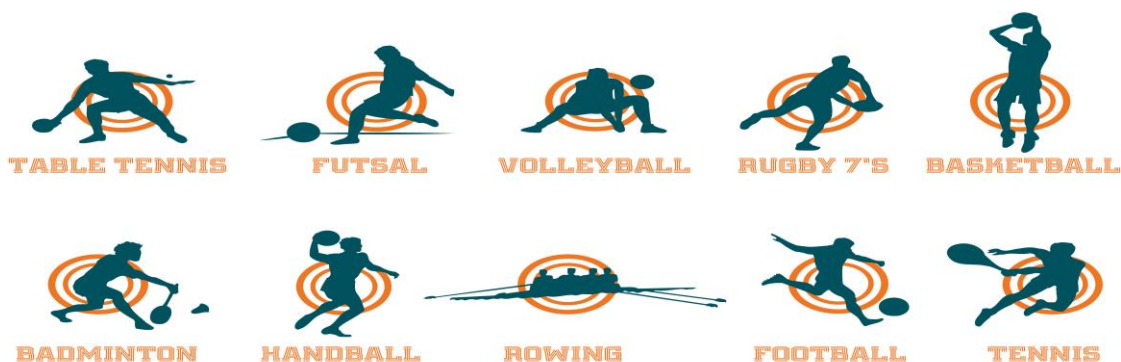
Skateboards and scooters can be walked onto and off the school grounds and stored in the storage facility behind B Block. They are not permitted to be used while on the school site.

Sport

It is compulsory for all Year 7-8 pupils at Middleton Grange School to take part in sport.

Year 9 usually have sport on Wednesday afternoons with some teams competing on Fridays or Saturdays. While the school does not encourage Sunday sport competitions, in special cases exemption may be sought from the Principal.

Year 9 & 10 finish school at 2:30pm on Wednesdays for sport. Not all teams play on a Wednesday afternoon. Numerous games and competitions occur on other lunchtimes and days after school and on Saturday. Consideration needs to be made for the time and cost of a sport before signing up for a sport. There are also options available for those who do not wish to play competitive or interschool sport. Year 7 and 8 pupils have sport on Friday afternoons.



Uniform Requirements

See below for full uniform requirements. If you are unable to wear the full correct school uniform, you must bring a note from home and place in the Middle School Blue Slip box before Period 1. The Head of Middle School will write you a Blue Slip. Failure to hold a blue slip may result in a lunchtime detention. For those with incorrect shoes, the school will supply you with a pair for the day.

Any pupil who represents the school at a function outside the school must wear in addition to the uniform a tie and blazer. During Terms 2 & 3 pupils, travelling to school by bike may wear full tracksuit to and from school, but on arrival at school must change to correct uniform read for period 1 class.

School Uniform providers are:

- Middleton Grange Uniform Shop

Shoes: Please check our website for accepted styles of shoes



General Appearance:

- Pupils are to be clean and tidy, and dressed in accordance with the Uniform List.
- Blazers are to be worn to and from school and during school time – Term 2 and 3.
- Regulation footwear is always required to be worn except where the class activity requires otherwise.
- Permission to wear taonga is given at the Associate Principal's discretion. Apply in writing for this.
- Non-regulation shirts/blouses, including knits, T shirts, sweatshirts, polo necks, are not permissible. Any garments worn under the white shirt/blouse should be white, no writing on it and not visible in any way.
- All uniform items should be clearly and securely named with owner's initials and surname.
- **Girls:** Hair must be neat, clean and tidy. Hair is to be kept off the face, out of the eyes and tied back if below the collar. Plain ties and plain clips only may be worn. Examples of extreme styles include and are not limited to dreads, full braids and shaved sections. Shaved heads are not permitted unless prior approval has been sought by a member of the Senior Leadership Team.
- Unnatural hair colours are not acceptable and hair colour is to be close to original. If in doubt talk to the Head of Middle School (International pupils should talk to the Assistant Director of the International College) before having a change of hairstyle.
- Jewellery/adornments and make-up are not to be worn with school uniform *except* one pair of studs of any design compatible with the school's Christian character may be worn in the lower earlobe. No band aids to cover rings/studs and no clear retainers in place of piercings. Clear nail polish may be worn. Lightly applied concealer only is permitted. Necklaces may be worn but must not be visible. Genuine taonga (eg, bone, pounamu) may be worn outside of the uniform. If in doubt, pupils should check with a Senior Lead Team member along with a kuapapa Maori representative.
- **Boys** Hair must be neat, clean and tidy, kept off the face, out of the eyes and above the collar. If over the collar, hair must be tied back or up. Boys are to be clean-shaven. Beards and moustaches are not permitted. Sideburns must not exceed below the ears. Examples of extreme styles include and are not limited to dreads, braids, buns and shaved sections. Shaved heads are not permitted unless prior approval has been sought by a member of the Senior Leadership Team.
- Unnatural hair colours are not acceptable and hair colour is to be close to original. If in doubt talk to the Head of Middle School (International pupils should talk to the Assistant Director of the International College) before having a change of hair style.
- **Mufti Days:** Attire is to be clean, tidy and modest.

MIDDLE SCHOOL (Year 7-10)

Girls

Summer Term 1 and 4

Blazer	MGS Blazer. Optional with summer uniform.
Jersey	MGS V-necked jersey with monogram or MGS cardigan with monogram.
Skirt	MGS Middle School skirt – below the knee
Blouse	MGS white over-blouse with logo.
Hosiery	Plain white ankle or black knee length socks.
Shoes	Plain black leather school lace-up shoes or plain black leather U-bar or T-bar shoes. T-Bar shoes may be worn without socks. (Note: heel no higher than 4cm) N.B. Canvas, sports, suede shoes and boots are not acceptable.
Optional	MGS Sunhat

Winter Term 2 and 3

Blazer	MGS Blazer (plain green). Compulsory.
Skirt	MGS kilt (to be no longer than 20cm from the floor).
Blouse	MGS white long-sleeved blouse with logo.
Tie	MGS Tie – red.
Jersey	MGS V-necked jersey with monogram or MGS cardigan with monogram.
Hosiery	Black plain tights or black knee length socks.
Shoes	Plain black leather school lace-up shoes or black leather T-bar, U-bar shoes. (NOTE: Heel no higher than 4cm). N.B. Canvas, sports, suede shoes and boots are not acceptable
Optional	MGS Scarf, dark green or black gloves.

Rainwear

Raincoat or parka – plain, not multi-coloured. These are not to be worn in the classroom at all or around school, unless raining.

NOTE: Cold dry weather Options: School warm under garments, jersey and /or blazer. **NOT** jackets or hoodies.

Boys

Summer Term 1 and 4

Blazer	MGS Blazer. Optional with summer uniform
Jersey	MGS V-necked jersey with monogram.
Shorts	Regulation MGS Charcoal grey walkshorts.
Shirt	MGS short sleeved open green shirt with logo.
Socks	MGS grey walk socks.
Shoes	Plain black dress leather school lace-up shoes or plain black leather slip ons with socks, or . plain black leather sandals without socks. N.B. Canvas, sports, suede shoes and boots are not acceptable.
Optional	MGS Sunhat.

Winter Term 2 and 3

Blazer	MGS Blazer (plain green). Compulsory.
Shorts	Regulation MGS charcoal grey worsted shorts. Optional ONLY for Year 7- 10: Regulation MGS charcoal grey long trousers.
Shirt	MGS white long-sleeved shirt, with logo.
Tie	MGS Tie – red.
Jersey	MGS V-necked jersey with monogram.
Socks	MGS winter socks.
Shoes	Plain black dress leather school lace-up shoes or plain black slip-ons. N.B. Canvas, sports, suede shoes and boots are not acceptable.
Optional	MGS Scarf, dark green or black gloves.

Physical Education

Boys and Girls: Compulsory for **ALL** pupils taking Physical Education.

Shorts	Regulation MGS shorts – Available from the Uniform Shop
Shirt	Regulation MGS short sleeved polo shirt – available from the Uniform Shop
Socks	White ankle socks
Shoes	Gym shoes or sports shoes (non-marking for Gymnasium)

Correct Uniform is Compulsory (See the By-Laws)

Blazer Ordering

If you would like a blazer for the beginning of Term 1, you must place your blazer order by December 2. This is because they can take 6 – 10 weeks to make and arrive. If you do not place an order for a blazer in December, you can do so in either January or February but no later than Thursday 13 February, to ensure your blazer arrives for Term 2.

If you know, your son/daughter will be representing the school in any way for example traveling sports teams you will need to order your blazer in the December blazer indent.

Kilts and Pinafores

Orders for pinafores and kilts need to be in by February 13 as they can take 6 – 10 weeks to make and arrive, this will ensure they are ready for term 2.

Use of School Grounds and Rannerdale

The following areas are not to be used as play areas: around parked cars and cycle-stands; cloakrooms; locker bays; toilets; classrooms and balcony.

Adventure Playground: This new playground is to encourage physical play during intervals and lunchtimes. The rule is “to play in a way that respects the rights of others.”

Tennis Courts: Only sneakers or training shoes may be worn on the tennis courts.

Rannerdale Fields: No food is to be consumed at Rannerdale or on the tennis courts.

Pupils are not permitted on the Rannerdale fields during interval or until the 10-minute bell rings after the start of lunch time. Pupils in a sports team under the direct supervision of their coach are allowed to go early to the Rannerdale fields.

Ball games: Senior College are to play all ball games in the Rannerdale grounds. Middle School may use half the grass area facing the D block for their ball games. The grass area by the quad is available for all pupils to “relax” on.

Vocation & Tertiary

The Vocational and Tertiary adviser, Mrs Bailey, organises vocational and tertiary studies information and work exploration. Request for interview forms are available from the Secondary Library.

IPODS, Electronic Games & Portable music devices

IPODS, electronic games (eg. gameboys) etc are not permitted at school at anytime. If seen, they will be confiscated by staff and handed to Student Services for safekeeping.

1 st time confiscated	collect at end of school day
2 nd time confiscated	collect at 4.00pm
3 rd time confiscated	parents are to collect the electronic game subsequent

- **Note:** Cell phones may be used in the first 10 minutes of interval and first 10 minutes of lunchtime.

Website

The school website is www.middleton.school.nz and provides a number of links to other parts of the school. The middle school web page is within this website.

MIDDLETON GRANGE SCHOOL BYLAWS

As adopted by the Board of Trustees on 23 September 2019



1. These Bylaws codify the rules and regulations applicable to all pupils enrolled at Middleton Grange School.
2. These dated Bylaws replace all previous Bylaws applicable to pupils enrolled at Middleton Grange School.
3. **GENERAL CONDUCT**
 - 3.1. Pupils are expected, at all times, to conduct themselves in a sensible, responsible manner while at school, attending school functions, or when representing the school at other venues.
 - 3.2. Pupils' conduct should reflect the spirit of the School's "Code of Conduct".
 - 3.3. Pupils are required to cooperate with all staff members and Senior Pupil Leaders. This includes giving one's name and other reasonable information when requested and acting in accordance with instructions issued by the staff member or Senior Pupil Leader.
 - 3.4. Pupils are not to take images or recordings of any staff members without the staff member's knowledge and permission. No images or recordings of staff members are to be put on social media sites. Social media sites include, but are not limited to, MySpace, Facebook, Blogger, YouTube, Yahoo groups, MSN groups, Xanga.com, ANobii, Flickr, Snapchat, Instagram.
 - 3.5. There is a total ban on cigarettes, alcoholic drinks, solvents, solvent-based glue, vaping equipment and other dangerous or unlawful drugs/substances at school, school functions, school related events such as sports, cultural or subject trips; while travelling to and from school; and at any other time where identification with Middleton Grange School is possible.
 - 3.6. Tattoos on pupils are not to be visible while at school or representing the school, unless an exemption has been given by the Principal.
 - 3.7. Boyfriend/girlfriend relationships should not be obvious at school or on occasions where pupils are representing the school. Where a natural interest develops, it must be conducted so as not to be conspicuous, compromising or exclusive.
 - 3.8. Serious misconduct may lead to a stand-down or suspension from school where a pupil's gross misconduct or continual disobedience is a harmful or dangerous example to others. Serious misconduct can involve: continual defiance or disobedience of instructions or rules; acts of violence (physical and verbal) against others; acts of vandalism – including actions which threaten the integrity of the school computer network; any illegal and/or recreational drug use, consumption of alcohol, smoking tobacco, 'vaping', solvent sniffing, or knowingly being in the presence of others who are so involved.
4. **ATTENDANCE**
 - 4.1. School classroom hours are determined by the timetable policy applying to different parts of the school. Pupils must attend all classes between these hours. The school reserves the right to impose sanctions on pupils outside of these hours if the reputation of the school is at risk through inappropriate pupil behaviour.
 - 4.2. Absence from school for family or medical reasons must be accounted for by caregivers in advance (where appropriate); or with a written explanation, medical certificate, or other communication within 24 hours of the pupil returning to school.
 - 4.3. Pupils who are late to school or to any class during the school day may be subject to disciplinary action.
 - 4.4. With the exception of Year 13 pupils during lunchtimes and end of day study periods, pupils are not permitted to leave the school grounds during the school day (including interval and lunch time) except:
 - In the case of sickness, dental or medical appointments, provided prior approval has been obtained from the Head of School.
 - For any other reason with the prior approval of the Head of School.
 - 4.5. The exception for pupil arrival time is where pupils are attending an early morning supervised class or a sports training.
 - 4.6. Pupils are to leave the school grounds by 3.40pm unless in a supervised activity.
5. **EARLY ARRIVERS AT SCHOOL**
 - 5.1 Year 1-6 pupils are not supervised or permitted in classrooms before 8.30 am. If children arrive early, they can wait in the foyer of the Primary Hall or at the gate beside Room 8. They will not, however, be supervised.
 - 5.2 Year 7-13 pupils are not permitted in classrooms before 8.20 am and will not be supervised prior to 8.20 am.

5.3 The exception is where pupils are attending a supervised class eg: Scholarship or a supervised activity such as Hillary Challenge training.

6. DETENTION

- 6.1. Detentions may be issued for any contravention of the school Bylaws, or for not following the instructions of a teacher.
- 6.2. Pupils will complete detentions on the date specified unless otherwise arranged with their Head of School.
- 6.3. Detentions for year 7 – 13 pupils are held during lunchtimes for the first half hour and after school from 3.25pm – 4.25pm
- 6.4. Detentions take precedence over all other school and work activities. Families will need to make suitable arrangements.

7. MOTOR VEHICLE/MOTORCYCLES

- 7.1. Pupils are permitted to bring a motor vehicle/motorcycle to school provided they first obtain a permit from the Head of Senior College, International Pupils from the International College, and abide by the conditions printed on the permit application form.
- 7.2. The vehicle permit must be renewed annually.
- 7.3. The vehicle permit may be revoked at the school's discretion.
- 7.4. Pupils agree to abide by the conditions printed on the permit application.
- 7.5. Pupils are not permitted to park in staff or visitor car parks ie Arthur Street, International College or Acacia Avenue car parks.

8. OUT OF BOUNDS

- 8.1. Pupils are not permitted onto Rannerdale fields at interval.
- 8.2. Other areas of the school may, from time to time, be designated out of bounds. Pupils are prohibited from entering such areas.

9. PERSONAL PROPERTY

- 9.1. All personal property must be clearly named.
- 9.2. Pupils are NOT permitted to bring to school:
 - Nicotine/tobacco based products, e-cigarettes, matches, lighters, pipes (including home-made pipes), alcohol, dangerous or unlawful drugs/substances, chewing gum, solvents, solvent-based glue, aerosol cans/sprays, fireworks, knives, weapons of any description (including imitation weapons), or any dangerous or potentially hazardous material or offensive written, electronic, pictorial material.
- 9.3. Cell phones can be used discreetly for urgent messages via texting or calling for the first TEN minutes of interval and the first TEN minutes of lunchtime.
- 9.4. Skateboards, scooters inline skates and the like can be walked onto and off the school grounds and stored in an appropriate facility. They are not permitted to be used while on the school site unless the Heads of School have given permission to do so.
- 9.5. Dockless electric scooters are not allowed on-site.
- 9.6. The school accepts no responsibility for loss of or damage to pupils' personal property.

10. SCHOOL DAY, TRIPS AND SOCIAL FUNCTIONS

- 10.1. Every pupil shall wear school uniform as detailed in the Uniform Code. This applies to pupils:
 - attending school
 - travelling to or from school
 - identifiable as Middleton Grange School pupils in a public place.
 - at a school function where the wearing of school uniform is required.
- 10.2. The uniform and dress codes are specified in the school Uniform Code and apply at all times unless exempted by a Senior Leader. All aspects of the "General Appearance" section in the Uniform Code must be adhered to.
- 10.3. The school reserves the right to determine whether a pupil's general appearance is unacceptable and not in compliance with the school uniform and dress codes.

Quick Answers to “What To Do If You

Are unable to come to school	Have a parent phone Student Services by 8:30am.
Are late to school	Report to Student Services with a note. You will be given a slip to get into class.
Are ill while at school	Get a note to go to the sickbay at Student Services. Do not leave school without permission.
Lose something	Unnamed lost property will be outside G104. Named items are returned to Student Services.
Have been absent	Bring a note to Student Services before start of school if your parent has not phoned Student Services.
Have an appointment during school time	Place a note in the Middle School blue slip box before school. Year 7&8 to your Learning Team Leader, Year 9&10 in the box at the MS administration area. Collect the blue slip at interval. Sign out at Student Services.
Have an item(s) of uniform incorrect	Year 9 & 10 place a note in the blue box in Middle School administration area before school – collect the blue slip at interval. Year 7&8 please give the note to your Learning Team Leader.
Have a request for leave	Email the Head of Middle School outlining the period of leave.
Have an accident	Report to duty teacher or Student Services.
Change address or telephone number	Inform Student Services
Need to see a Dean	Approach them personally.
Need to see a Counsellor	Fill out a card in the Counselling waiting area.
Teacher doesn't turn up for class	Wait 10 minutes after the bell, then two pupils must go to Student Services and report.
Want to be involved	Read daily notices and notice boards - see your form teacher.
Want music tuition	See Mr S Bisseker

Preparing to Learn



Study: A few suggestions



Homework Aims

- To provide further practice in skills or reinforce concepts introduced during lesson time.
- To give an opportunity to develop planning and research skills in assignment work.
- To develop the concept of sound, self-motivated work habits involving revision and skill practice.
- To prepare for the next day's lessons.

Remember

Successful pupils take RESPONSIBILITY for their own learning.

$$\text{effort} + \text{knowledge} + \text{practice} = \text{SUCCESS}$$

Be ACTIVE in study and learning by looking for something. This can be achieved by asking questions: What? How? Where? When? Why?

Approaching Study

- Always go to the same place – preferably a desk.
- Keep distractions to a minimum (especially wall posters and music).
- Follow the set pattern, always.

The Pattern

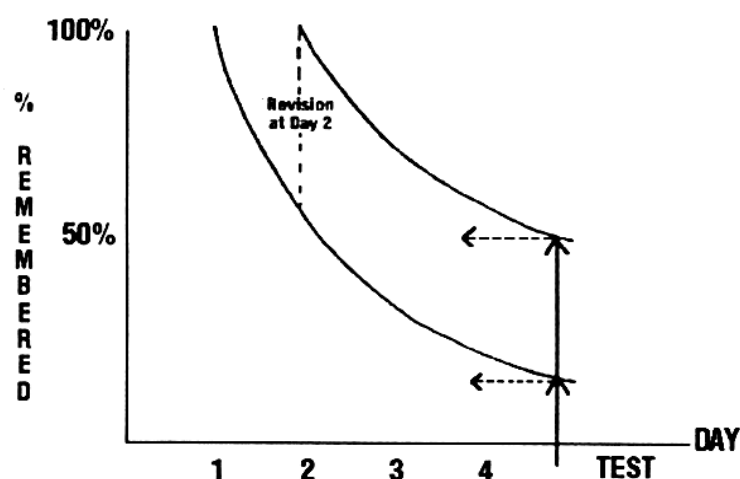
Revise the day's periods.

Use the revision to prepare for **set homework**.

Pursue a plan for **assignments**.

Set yourself **extra tasks**, eg. wider reading, summaries, learning important work, etc.

The Remembering/Forgetting Curve



The amount remembered declines as days go by. However, subsequent revision, resulting in re-learning, improves the amount remembered. For example, revising 2 days later lifts the amount remembered (see graph). A test on day 5 with an extra revision on day 2 should show the benefit of the revision!

Homework Guidelines

In the Middle School homework should become a priority. Achieving success in your learning will not happen by chance. Research shows that there is a close relationship between those pupils who complete work at school, their homework, and achieve greater success in examinations and assessments. Do not let TV or a job limit your success at school.

The following serves as a rough guide for each year level:

Year 7	1 hour
Year 8	1 hour
Year 9	1 hour 30 minutes
Year 10	1 hour - 2 hours

How to read the Bible

Did you know that the Bible is the all-time best seller and most widely read book in the world? The Bible is quoted more often than any other piece of literature and has had more influence on our language, customs, and the laws than any other book ever published. It is also the basis of understanding faith and vocation (which means understanding what God wants you to do).

Finding God's Answers to Life

Why has the Bible been so popular for so long? Because in it God speaks to our needs, and gives us answers. Jesus said, "Come to me, all you who are weary and burdened, and I will give you rest" (Matthew 11:28). This rest comes from trusting in Jesus Christ as the One who can reconcile us to God (John 3:16) and call us to an exciting life with others (1 Peter 2:9-10).

Even though the Bible is an ancient book, its message is important and relevant. It is God speaking to us about how to live in relationship with Him and others. The table below lists some of life's most common troubles and where to find answers from the pages of the Bible.

Where can I find....

The Lord's Prayer

Matthew 6:9-13

The Birth of Christ

Luke 2:1-20

The Resurrection

Corinthians 15:1-4,50-56; John 20:1-23

The Ten Commandments

Exodus 20:3-17

The Prodigal Son

Luke 15:11-32

The Love Chapter

1 Corinthians 13

The Beatitudes

Matthew 5:3-16

The Good Samaritan

Luke 10:25-37

The Faith Chapter

Hebrews 11:1-40

The Shepherd Psalm

Psalm 23

The Last Supper

Matthew 26:17-30

Faith – Grace

Ephesians 2:8-10

The New Birth

John 3:1-16

The Death of Christ

Luke 23:26-56

Try Using These as Memory Verses

Proverbs 3:5-6

Trust in the Lord with all my heart and lean not on your own understanding. In all your ways acknowledge Him, and He will make your paths straight.

John 3:16	For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.
Romans 10:9	That if you confess with your mouth, "Jesus is Lord", and believe in your heart that God raised Him from the dead, you will be saved.
Philippians 4:19	And my God will meet all your needs according to His glorious riches in Christ Jesus.
Revelation 3:20	Here I am! I stand at the door and knock. If anyone hears my voice and opens the door, I will come in and eat with him, and he with Me.
1 John 5:11-12	And this is the testimony: God has given us eternal life, and this life is in His Son. He who has the Son, has life; he who does not have the Son of God does not have life.
Romans 3:23	For all have sinned and fall short of the glory of God.
Romans 6:23	For the wages of sin is death but the gift of God is eternal life in Christ Jesus our Lord.

When you are....

Afraid	Proverbs 29:25; Isaiah 41:10
Discouraged	Psalms 43:5; John 14:1-3
Insecure	Hebrews 13:6
Feeling Guilty	Isaiah 44:22; 1 John 1:9
Living a full Life	John 10:10; 1 John 4:8-10; Romans 10:9
Lonely	Psalms 4:8; Deuteronomy 31:6
Tempted	1 Corinthians 10:13; Hebrews 2:18
Worried	Philippians 4:6; 1 Peter 5:7

My favourite Bible passages: (write down some that you really like or have been helpful to you in the past)

YEAR PLANNER

TERM 1	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Mon										
Tues										
Wed										
Thurs										
Fri										

TERM 2	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Mon										
Tues										
Wed										
Thurs										
Fri										

TERM 3

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Mon										
Tues										
Wed										
Thurs										
Fri										

TERM 4

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10
Mon										
Tues										
Wed										
Thurs										
Fri										