

MIDDLETON GRANGE PRIMARY SCHOOL



PARENT INFORMATION BOOKLET



Download the school app onto your smartphone or iphone.

MIDDLETON GRANGE PRIMARY SCHOOL STAFF 2023

Head of Primary School

Mrs Christine Buckley

Learning Team Leaders

Mrs Joelle Goodall (Years 1-2) Mrs Lindsey Thoroughgood (Years 3-4)

Mr Paul Jack (Years 5-6) Mrs Susan Meredith (Learning Support Team)

CLASSROOM TEACHERS

New Entrants

Mrs Donna Smith

Mrs Kate Elder form T2 *Rm 1*

Year 1

Mrs Cass Down *Rm 3*

Mrs Gretchen Bruner *Rm 4*

Year 2

Mrs Joelle Goodall/ *Rm 5*

Mrs Karen McCormack

Mrs Paula Harvey *Rm 7*

Year 3

Mrs Erna Pilkington *Rm 8*

Mrs Cassandra Robb and *Rm 9*

Mrs Catherine McKie

Year 4

Mrs Lindsey Thoroughgood *Rm 10*

Mrs Jane Meeker *Rm 11*

Year 5

Mrs Rebecca Thompson *Rm 12*

Miss Jan Kennedy *Rm 13*

Year 6

Mrs Jess Drye *Rm 14*

Mr Paul Jack *Rm 15*

PRIMARY SUPPORT

Mrs Susan Meredith
Special Needs Co-ordinator

Mrs Lindie Warburg
Learning Recovery Teacher

Mrs Claire Bosma
Mrs Jo Hall
Mrs Jo Gracey
Mrs Leanne James
Teacher Aides

Mrs Catherine Moore
ELL Co-ordinator

Mrs Maggie Smit
Mrs Shannon Hu
Mrs Tracey Docherty
ELL Assistants

Mrs Jo McPheat
Librarian

Mrs Jan Pelvin
Primary Office Manager

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c.buckley@middleton.school.nz

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MIDDLETON GRANGE

PRIMARY SCHOOL



OVERVIEW OF MIDDLETON GRANGE SCHOOL

Middleton Grange School first opened its doors to 64 students on the 1st of February 1964. It was the result of prayer, support and more than a year of preparation by a group of Christchurch residents, who shared a desire for Christian education for young people in the city.

The school gets its unusual name from the large manor house on the property, Middleton Grange, which was there long before the school was started (Refer to cover picture). "Middleton" was a name given to the area by the Reverend Bowen, who led the congregation at the local St Peter's Anglican Church. "Grange" is a word which means a small farm.

The manor house is now used as a library for the Primary School, and as offices. The property, which was owned by Sir Charles Bowen, a brother of the local Reverend Bowen, formerly played host to many important and famous visitors to Christchurch, including three Antarctic Explorers, Robert Falcon Scott, Ernest Shackleton and Edward Wilson. The four school houses, Bowen, Scott, Shackleton and Wilson are named after these men.

The school is situated in the middle of the suburb of Riccarton and is about ten minutes' drive west of the city centre of Christchurch, near the well-known shopping areas of Riccarton Mall and Church Corner/Bush Inn.

The school was established to offer Christian education and this remains as our key focus. As a state-integrated "special character school", the school funding comes in large part from the state, which allows teaching in an authentically Christian manner. All staff who are employed at the school are required to sign that they agree with the school Statement of Faith and have a letter of recommendation from the pastor of their Church.

The school was not always integrated, and in fact rejected the government's offer of integration in the 1980s and 1990s, however, it did later integrate in 1996 as the terms for integration became more favourable. The school is classed as an Area School and teaches students from Years 0-13. The Primary School is smaller than the Secondary as there are several other Christian Junior and Middle Schools in the Christchurch area which act as feeder schools into the Senior College of Middleton Grange. There is also an affiliated preschool called Cornerstone across the road from the main school campus.

Unlike many Christian Primary and Secondary Schools, Middleton Grange was always intended to be a non-denominational school. As such, it was decided before the school began, at a board meeting in June 1963, that no chaplain from any particular denomination would be employed by the school because it could call into question the school's lack of association with any denomination, but also that the concept of the Christian School carried with it the understanding that every member of staff was involved in ministry to the students.

The ethos of the school is based on Scripture, and the teachers are all practising Christians. They actively strive to not just provide an academic learning atmosphere for the students, but also one which will grow them spiritually, with worship songs common in school assemblies, Scripture classes in the junior school and Christian Studies in the Senior School both compulsory up until Year 12, and offered as an option in Year 13.

INTRODUCTION

This booklet has been produced to assist the parents of Primary School children (Years 1-6).

The Staff, Middleton Grange School Board 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.

Christine Buckley
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 students 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 students so that they develop a capacity to evaluate critically all experiences in the light of a Biblical worldview.
- To encourage students 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, or use the school app. 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.

We have to account for all absences, so we appreciate clear communication about why your child is away from school.

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."

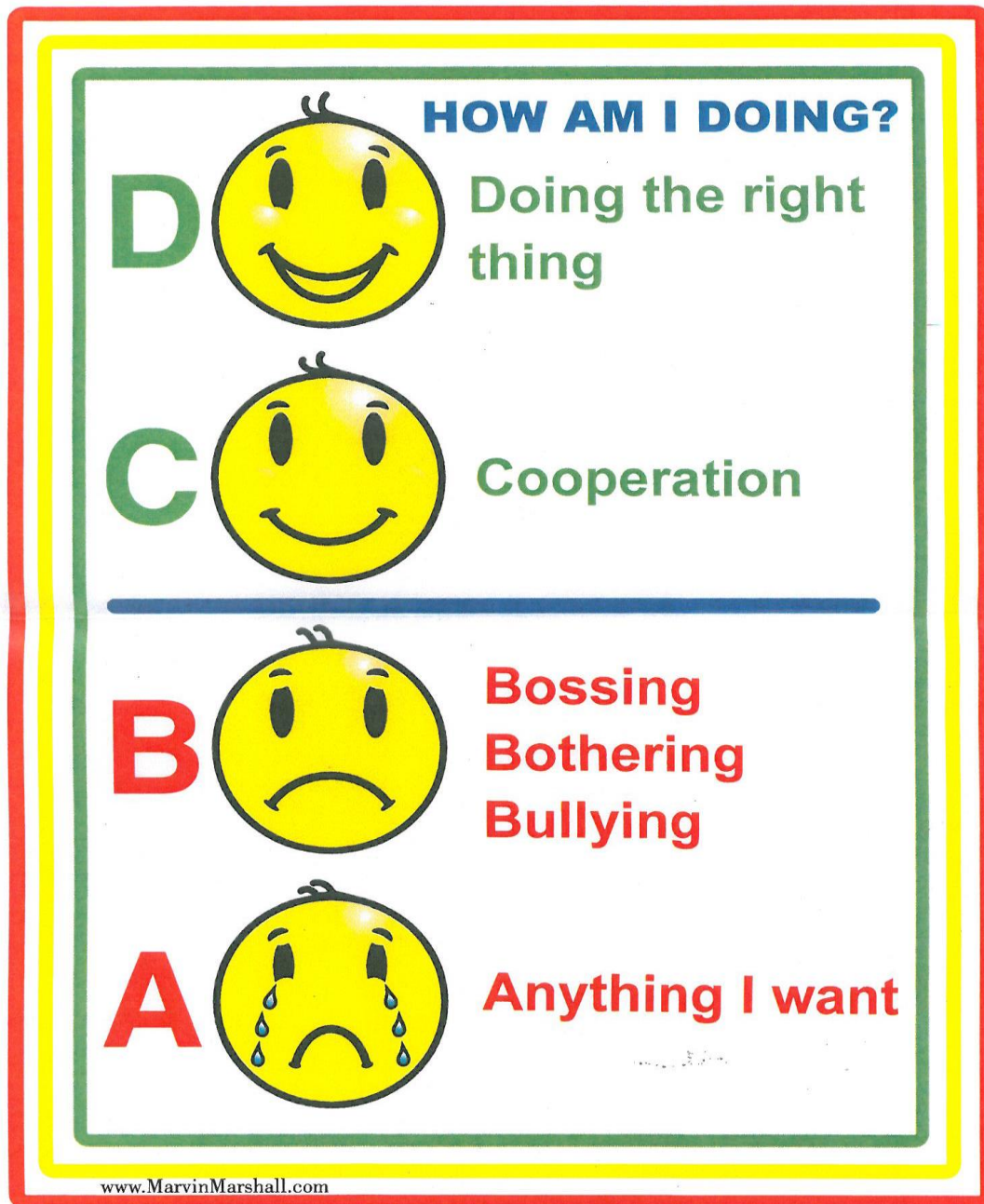
For prolonged periods of absence/leave for family events or other genuine reasons, please write a note or email to the Head of Primary School explaining why your child will be absent. We require notification for our records. Absences for 'holidays' during term time can be very detrimental to children's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



ASSEMBLIES - IN THE PRIMARY SCHOOL HALL



Primary whole-school assemblies are held fortnightly on Wednesdays at 1.40 p.m. 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, etc.



The diagram above shows the 4 levels of behaviour that are taught to all Primary School students. These levels help children identify what's acceptable behaviour and what isn't. We use these 4 levels daily to have conversations about behaviour. This diagram is displayed in every class.

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 (except on Wednesdays)

Please Note: On Wednesdays school finishes at 2.20 pm and supervision of children is available until 3.05 pm if required.

Adults supervise the Arthur Street gate after school each day. Children are asked not to play on the playground equipment after school unless supervised by parents. **Any children still waiting for parents at 3.30pm are taken back to wait at the Primary Administration area. On Wednesdays if children are not picked up by 2.40 pm at the pick up area, they can be collected from the Primary Hall any time before 3.05 pm.**

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.**

Children at school before 8.30 am need to wait on the verandah of the Primary School Hall.

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, or on a sports trip. These experiences are seen as very important and are planned 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 run every year for Year 6 at Hanmer Springs

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, including as camp parents and assisting with camp transport, activities, etc.

CELL PHONES

Please do **not** send your child to school with a cell phone or smart phone.

If a phone is seen or used during school time, it will be confiscated and parents contacted to come and collect it from Primary Administration.

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 or i-pads for teacher and student use. **Only School Software may be run on these devices.** All of the Primary School computers are linked to the school intranet and the internet. A password restricts access to the internet and student access is controlled and monitored.

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

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

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



CONCERNS

As a school we have 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 resolve a concern.

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 unsupervised 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 a 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 applications for Middleton Grange must be completed the year before your child begins, eg. Child's 5th birthday is 6 March 2024, enrolment forms must be completed and arrive at school before the due date 2023, 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. 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 you are 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: Dee McKee - Phone 027 290 0852
Ph 03 383 6877 extn 99627
dee.mckee@cdhb.health.nz

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 - Debbie Sinclair - email: VHTService@cdhb.health.nz

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. Homework 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

COVID 19 - If your child has any Covid 19 symptoms, please keep them at home and have them tested. If they test positive for Covid 19, please advise the school immediately.

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.

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

Early Signs	Length of Time Child is Infectious	Special Measures To Be Taken
Fever and a rash - develops approx. 14 days after exposure.		immunised should be immunised within 24 hours.
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.

Early Signs	Length of Time Child is Infectious	Special Measures To Be Taken
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.
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

Early Signs	Length of Time Child is Infectious	Special Measures To Be Taken
		(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. Culturally significant items such as pounamu may be worn. Please check with the Head of Primary School if this applies to your child.



LIBRARY

The Primary School library, situated in the "Old House", is open from 8.30am to 3.30pm 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.

Student 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) j.mcpheat@middleton.school.nz.



There is a large book stock in the library. Stock is perused carefully for content so that children can choose from good quality reading material.

If you would like your child to use the Christchurch City Library, Turanga, but you live outside the city, please contact Jo McPheat for details of how they can enrol and borrow resources.

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.



used

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 ordered on line through the school canteen. Price and product lists and instructions for ordering lunches can be found below.

SCHOOL LUNCHES NOW ONLINE WITH KINDO

You can now order your Primary Students' Lunch online using our Kindo school shop!! You can order for just one day, or multiple days in advance. Orders close at 9 am on the lunch day. It's easy, convenient, open 24/7.

Setting Up an Account - creating an account is easy. Visit www.mykindo.co.nz. New users can click on 'Create an account' and complete the online form with your contact details and your child/ren's names.

If you already have an ezlunch or myKindo account, you can simply log in.

Payment - There are a number of ways you can choose to top-up your account and this can be done at the checkout, or by selecting the 'top up account' icon.



Top up account

my details

my orders

my kindo

Credit/Debit Card 50 cent charge + 2.5% fee. Instant transfer.

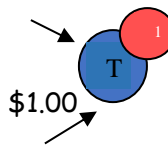
Visa / Mastercard / American Express and China UnionPay available.

Bank Transfer No fees. Allow 2 days for processing.

Shopping - Items can be added to your shopping cart, by clicking on your child's initial next to an item.



Lemonade Popsicle



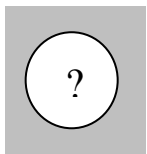
Click on the calendar icon to order the item for more than one day.

Once you have made all your purchases, click on the **Checkout** option to complete your transaction. If you have sufficient funds, then simply click **Place Order** at the checkout and you're done!

Your order will automatically go through to the School, and you will receive an email receipt confirming your top-up and/or purchase.

myKindo App

myKindo app is also available to download for both android and iPhone.



Need assistance? Our Kindo helpdesk is open 8am to 4pm weekdays. Freephone 0508 KINDO (0508 454 636)
Email: hello@mykindo.co.nz
Online support: support.mykindo.co.nz

You can no longer send cash for canteen orders.
The lunch that you've ordered will be delivered to your child's classroom.

MONEY SENT TO SCHOOL – SCHOOL TRIPS & ACTIVITIES

During the year, parents may be asked for money to donate towards the costs of trips and visits, etc. 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 and under a doctor's instruction (eg. written doctor's guidelines).
- b) Storage of medicines will be safe and secure at all times.
- c) Each time the medication is administered, a register will be signed.
- d) Parents are to liaise with Jan Pelvin, Office Manager, about arrangements for administering any medication - j.pelvin@middleton.school.nz.
- e) It will be the parents/guardians responsibility to inform the school of any change in the student's medical circumstances.
- f) 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 Primary sickbay or in the Primary Learning Centre.
- g) 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. The ukulele may be taught in Years 5-6. A class set has been purchased by the school for use in these lessons

The School has a Choir which is involved in a variety of activities throughout the year.

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 cost for parents. lessons usually take place in the afternoons and should not take place core curriculum time. Some negotiation with classroom teachers may be required. This is suitable for Year 3 and above. You can find further information about music tuition on the school website. Refer 'Learning & Growth' and select music.



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NEWSLETTERS/NOTICES

There is a Primary School newsletter issued approximately every 2 - 3 weeks. This is e-mailed to each family. There are also weekly notices that cover many of the events and activities happening in Year 1-13.

You will also receive periodic newsletters from classroom teachers giving information specific to their class, or details about trips or events. These are usually sent via 'HERO'.

PARENT HELP IN THE CLASSROOM & SCHOOL ACTIVITIES

In the Primary School we do enjoy a great deal of parent support in a variety of ways. Here are some ways you might like to get involved. Middleton Grange School Board - an elected governance body), sports coaching (taking an inter-school team or assisting with Kiwisport), camp parent (Year 6 camp), 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, eg. to Ferrymead, the City visit, on a walk.



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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.

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 on Friday afternoons 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 10)

REPORTING STUDENT 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 three main discussion/reporting times during the year. These are:



February: Transition interviews and Goal setting.

July: 3-way Conferences and mid year reporting using HERO, our on-line reporting system. This is based on your child's assessments and work samples available for you to look at with your child's teacher.

December: A summary of your child's progress is available through HERO.

RESOURCE TEACHERS OF LEARNING & BEHAVIOUR (RTL B)

RTL B's 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 PICK-UP ARRANGEMENTS

Primary School finishes at 3.05 pm every day except Wednesdays. On Wednesdays we finish at 2.20 pm. Please collect your children promptly from a designated place. If they haven't been collected within 15 - 20 minutes, staff members will send them to the Primary School Office and we will phone you. In some cases, older siblings who are in Year 7 - 13 might be collecting Primary School children. Please make sure that the collection point is arranged and well understood. Suggestions are a) The BIG tree outside the main office or b) outside the child's classroom.

Please note that the tyre playground at the end of Acacia Avenue is designed for students from Middle School age and above. This playground is **NOT** for Primary School children to play on and therefore is not a suitable waiting place for them after school.

On Wednesdays from 2.20 pm we have supervision available in the Primary School Hall, due to the early finish. This is the best place to collect children from on a Wednesday unless you are using the drive-through pick-up area off Arthur Street. If an older sibling is supervising your child after 2.20 pm, please ensure they are aware they need to stay with them at all times.

If you have difficulty collecting your child at the times stated due to your own work arrangements, we have a great after-school care programme, MASH. Refer to the information elsewhere in this booklet. MASH is subsidised for parents.

SCHOOL TERMS & HOLIDAYS 2023 – KEY DATES

- Term 1 Monday 30 January - Thursday 6 April
Teacher Only Day - 26 & 27 January
Waitangi Day - Monday 6 February
Easter - Good Friday 7 April/Easter Monday 10 April
Anzac Day - Tuesday 25 April
- Term 2 Wednesday 26 April - Friday 30 June
Teacher Only Day - Thursday 29 June -
Friday 30 June
King's Birthday - Monday 5 June
Matariki - Friday 24 June
- Term 3 Monday 17 July - Friday 22 September
Teacher Only Day - Friday 18 August
- Term 4 Monday 9 October - Friday 15 December
Labour Day - Monday 23 October
Show Day - Friday 17 November



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).

TOYS

Please don't allow your child to bring toys to school as they will often get broken. It's fine for children to bring sports gear, although we do supply this for each class. It's also fine to bring a rubics cube for problem solving during break times.

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) There is a **drop-off zone** accessible from Arthur Street which you can use for drop offs or pick-ups only. You **must not** park in there as it blocks access for others.
- g) **There are parking restrictions on Arthur Street designed to alleviate traffic congestion problems before and after school.**
- h) 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 students to wear our uniform with PRIDE. We expect students 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 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.



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Uniform Shop Hours for 2023 are:

Term 1 2023	31st January - 14th April 2022
<i>Mondays</i>	<i>2.30-4.00 pm Walk Ins</i>
<i>Tuesdays</i>	<i>12.30-4.00 pm Walk Ins</i>
<i>Thursdays</i>	<i>12.30-4.00pm Walk Ins</i> <i>(Please note the shop will not be open on</i> <i>Teacher Only Days)</i>

Please refer to school website for further information.

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 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 school website can be found at www.middleton.school.nz.

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.

AFTER SCHOOL CARE AND HOLIDAY PROGRAMMES FOR YEARS 1 - 8



MASH provides quality after-school care and holiday programmes that are based here at Middleton Grange.

A typical after-school session based in The Whare would consist of

- Afternoon tea
- Daily structured activities
- Daily supervised free play
- Access to school fields and playground facilities
- 3.05pm – 6.00pm

WINZ subsidy may be available. To apply for the WINZ subsidy, contact
WINZ: 0800 559009

Find out more at www.mashkids.co.nz or at Primary Administration

