

Primary School Information Handbook

2026



MIDDLETON
GRANGE SCHOOL



Introduction

Tena Koutou Katoa!

Middleton Grange Primary School caters for approx 320 students from New Entrants to Year 6. Our excellent reputation is based on high academic standards, a caring, family atmosphere and a wide range of cultural and sporting opportunities. Our staff are all committed to ensuring positive relationships are developed with parents and caregivers, and are committed to work with individual students and meet the students where they are at in their learning journey. We offer this within a Christian environment where the values of Jesus are taught and modelled.

It is a privilege to lead the Primary School, along with an experienced staff of Primary Teachers. We are dedicated to laying foundations for our students to grow academically, socially, emotionally, and spiritually. Our dedicated staff nurture the strengths and abilities of your child, seeing them as children created in God's image.

Nga Mihi Nui

Christine Buckley

Head of Primary School

MGS Vision Statement:

Middleton Grange School assists families in the education of their children by providing an environment in which Biblical truths in Jesus Christ are taught and lived.

MGS 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 students 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.

School Verse:

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

School Moto:

Character, Excellence, Service for the Glory of God



Primary School Staff

Deputy Principal:

Mrs Christine Buckley
Head of Primary School

Email: dpprimaryschool@middleton.school.nz



Classroom Teachers:

New Entrant Class

Mrs Joelle Goodall (*Team Leader Y1-2*) Room 1

Year 1

Mrs Katrina Hubbard	Room 3
Mrs Lailoa Lafai	Room 4

Year 2

Mrs Kate Elder	Room 5
Miss Abigail Mitchell	Room 7

Year 3

Mrs Jess Drye	Room 8
Mrs Jacqui McConnell	Room 9

Year 4

Mr Tony Kendrew (<i>Team Leader Yr3-4</i>)	Room 10
Mrs Jane Meeker	Room 11

Year 5

Mrs Margie Cox	Room 12
Mr Luke Phillips	Room 13

Year 6

Mr Paul Jack (<i>Team Leader Yr5-6</i>)	Room 15
<i>Assistant Head of Primary School</i>	
Mrs Gretchen Bruner	Room 14

Primary Support Staff:

Learning & Behaviour

To be confirmed

Learning Assistants

Mrs Claire Bosma
Mrs Jo Hall
Mrs Jo Gracey

Librarian

Mrs Jo McPheat

English Language Co-ordinator

Mrs Catherine McKie

Learning Assistants

Mrs Maggie Smit
Mrs Shannon Hu
Mrs Marisa Le Roux

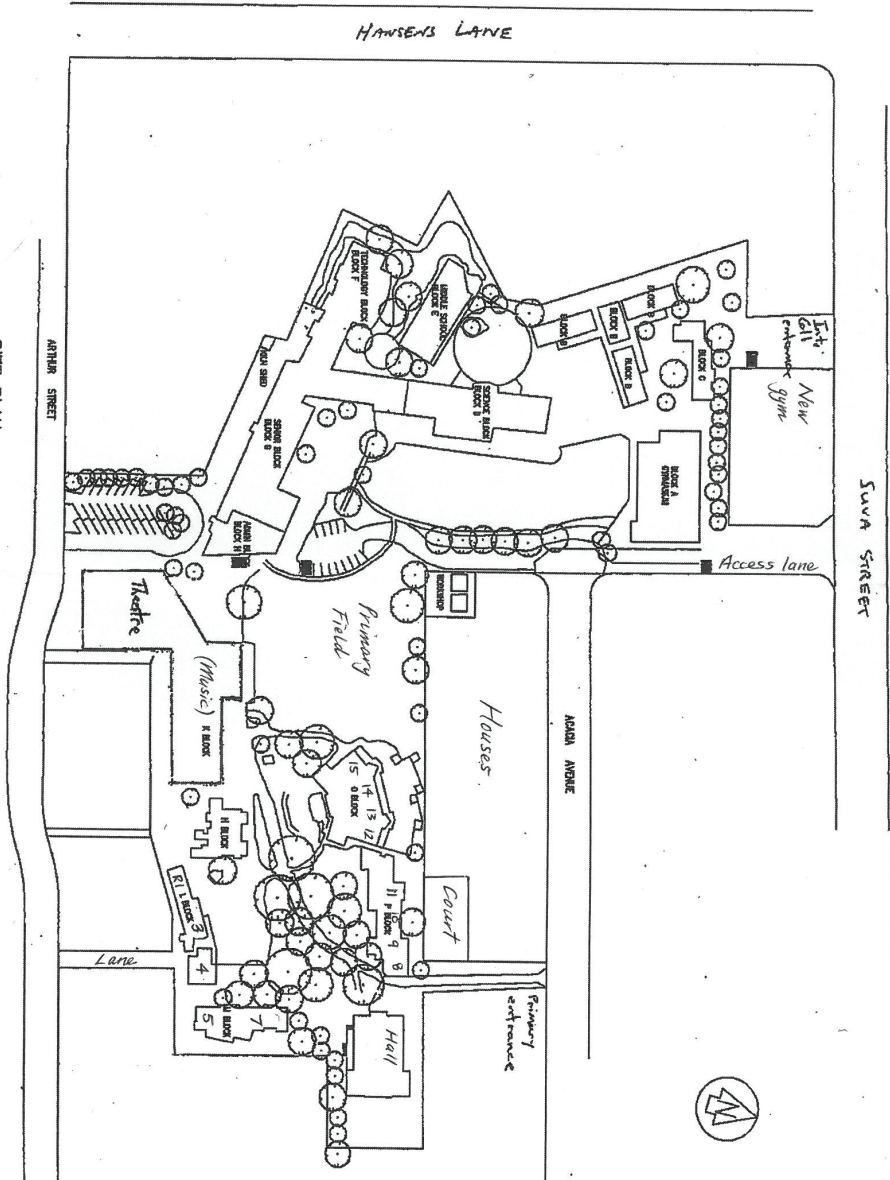
Primary School Office Manager

Mrs Jan Pelvin



Primary Map

SITE PLAN





Bell Times

Daily Bell Times:

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 <i>(except on Wednesdays)</i>

Please note: On Wednesdays school finishes at 2.35pm.

Start of day:

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

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

End of day:

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 Admin area. On Wednesdays, if children are not picked up by 2.50pm at the pick up area, they can be collected from Primary School Office any time before 3.00pm.

Punctuality:

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 – your support in this would be much appreciated.



Attendance

Attendance at school for all children is expected. However, there may be the occasion when children may need to be absent for a variety of family reasons. If this is so, please let the school know following the steps below, preferably well before the day(s) of absence.

Absentees:

Please use the **school app**, or **phone school** and leave a message on the answer phone to report any student absences.

The school app can be downloaded – schoolapps.nz.co.nz and enter Middleton Grange School. If you click on 'Absentee' you have the option of call office or email. The email allows you to save details for your child and then you give the reason they are away and send. It would assist us greatly if messages were left prior to 8.30am.

A roll call is taken twice per day by the classroom teacher and recorded officially on an electronic attendance register. 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 for sickness:

If your child is unwell, please keep them at home and inform the school following the steps above. Being unwell at school 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 48 hr period from the last bout before a child returns to school as recommended by MoE.**

For more information on illness please: www.education.govt.nz/parents-and-caregivers/early-learning/health-safety-and-wellbeing/illness-and-injuries

Absence for holiday etc:

Ministry of Education 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".

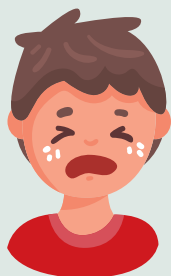
Absences for 'holidays' during school term can be very detrimental to a child's learning and we cannot approve these. Please consider this when planning family holidays.

For prolonged periods of absence/leave for family events or other genuine reasons, please provide an email to the Head of Primary School – dpprimarieschool@middleton.school.nz explaining why your child will be absent, with dates. We require notification for our records.



ABCD Behaviour

How Am I Doing?



A

**Anything
I Want**



D

**Doing the
right thing**



B

**Bossing
Bothering
Bullying**



C

Cooperation

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



Uniform Guide

We do expect ALL students to wear our uniform in an honourable way. We expect students 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 Primary office as well as the school website.

Summer Uniform is worn: Term 1 and 4

Winter Uniform is worn: Term 2 and 3

Uniform for Boys/Girls:

See photos as a guide for Summer Uniform, to be worn at the start of 2026.

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 may be worn inside.

All uniform items should be clearly and securely named.

Physical Education Uniform:

PE uniform is compulsory for all students (Years 3-6) taking part in Fitness or PE.

Rainwear:

Raincoat- plain dark colour, to be worn over uniform. These are not to be worn in the classroom.

Sunhats:

See photos below of the two different style sunhats. A sunhat is compulsory in Terms 1 and 4 (as part of being sunsafe).



Up to date information can be found at www.middleton.school.nz/primary-school-uniform/ and includes:

- Uniform Shop Hours
- Online Orders (Kindo)
- Booking Appointments



Day-To-Day

Late to school:	The first bell goes at 8.45am, class begins at 8.50. If arriving after 8.50, your child must go to Primary Office to sign in and receive a late slip to give to the teacher.
Appointments:	If your child has an appointment during school time, please send an email (or your child with note) to Primary Office. They need to meet you at the office to sign out before leaving school.
Medical:	If your child injures themselves at school or become unwell we will contact a parent/guardian or caregiver directly. Should your child require further treatment or need to be taken home, please collect your child from Primary Office.
Dental Clinic:	The school is visited by a mobile dental unit in which school children have their annual dental check. Examinations will be provided. If your child requires further dental treatment, then an appointment will be made with the parents.
Medicines:	<p>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 their teacher for safekeeping.</p> <p>Parents are to liaise with Jan Pelvin - Office Manager, about arrangements for administering any medication.</p>
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) or the white cupboard at the end of the Year 5-6 block, near Room 15 (for Years 3-6). If your child loses a jersey or polar fleece, we have a collection available to borrow until the item is found.
Lunches & Canteen:	<p>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 etc from lunches by using containers that can be reused. Sweet snacks should be an occasional treat.</p> <p>Lunches can also be ordered online using our Kindo School shop. Please visit www.middleton.school.nz/canteen/ for information.</p>



Day-To-Day

Cellphones:	Please do not send your child to school with a cellphone or smart watch. If a phone is seen or used during school time, it will be held at the office and parents contacted to come & collect it.
Computers & Internet:	Classes have computers / ipads for teacher & student use and are linked to the school internet. A password restricts access to the internet and student access is controlled and monitored.
Library:	<p>The Primary library, situated in the "Old House" is open from 8.30am to 3.30pm daily. The library is also open at lunch times. Classes have time tabled periods during the week in which books may be borrowed.</p> <p>Reading to your child and with your child is so important. Please assist us by having your child return their books on time and by looking after their selected books. A library bag is necessary to ensure books are protected during travel to and from school.</p>
Traffic Problems:	<p>Middleton Grange School is not an "easy access" school, especially from 8.30-8.50am and 3.00-3.30pm. Some guidelines to help...</p> <ul style="list-style-type: none">• Use the two gates - Entrances are close to the following classes. Junior gate from Arthur Street (Years 0-2) and Acacia Avenue primary entrance (Years 3-6).• Park further away and walk children to the gate.• There is a <u>drop-off / pick-up zone</u> accessible from Arthur Street. You must NOT park in there as it blocks access for others.• Please respect our neighbours and do not park up or across their driveway or the school's entrance.
Hearing & 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.
After School/ Holidays	Legacy offer After School care and Holiday programs. Please turn over to find all the information. You can also email them at: legacyafterschoolcare@gmail.com



Get Involved

In the Primary School we do enjoy a great deal of parent support in a wide variety of ways. Here are some ways you might like to get involved.

✓ **Middleton Grange Board**

An elected governance body

✓ **Sports Coaching**

Inter-school team or assisting with Kiwisport

✓ **Camp Parent / Field Trips**

Year 6 Camp

✓ **Helping with Major Activities or Unit of Work**

School-wide activities, musical productions etc

✓ **Assisting in the Classroom**

Reading, computer skills, special lessons or unit of work

✓ **Resource Repair & Storage**

There are many ways to get involved. If you are keen or have a skill you can share with staff and children, please let your child's teacher know. Parents can assist us greatly by upholding the school, children and staff in prayer.

Prayer Group:

If you want to pray specifically for our school, you are welcome to attend a prayer group. Please make enquiries at Student Services for further information.

Primary Assembly:

Primary Assemblies are held in the Primary School Hall and are usually held fortnightly on Wednesdays at 1.40pm. Parents are welcome to attend any of the assemblies.



Contact Us:

30 Acacia Avenue, Christchurch 8041

Phone: 03 348 9826 (Ext 456)

www.middleton.school.nz

Term Dates:

Term 1: Wednesday 28 January - Thursday 2 April

Term 2: Monday 20 April - Friday 3 July

Term 3: Monday 20 July - Friday 25 September

Term 4: Monday 12 October - Friday 11 December

For all key dates and holidays please visit: **www.middleton.school.nz/calendar**