

# MIDDLETON GRANGE SCHOOL



## SENIOR COLLEGE HANDBOOK 2025

*Character Excellence Service  
For the glory of God*

Kia ora and welcome to the Senior College,

It is our pleasure and passion to host you during your time with us. Our prayer is that this will be a time of success, growth, and encouragement for you as you embark on this chapter of your life.

As Deputy Principal of the Senior College, I am committed to seeing the best outcomes for the students in my care. We want to see our students thrive and flourish, not only academically, but in all areas of life. God has given each of us unique gifts and talents, and I want to see these nurtured and developed while students are in Senior College.



The Senior College is a place of serious academic pursuit; a place where young men and women qualify for the various pathways that suit the gifts and abilities God has built into their uniqueness; a place where their character continues to be refined in the disciplines of hard work, service and decision-making; and a place where God deepens their personal commitment to Him as they find their place in His plan and purpose for creation.

I look forward to getting to know you, as you undertake this exciting journey with us at Middleton Grange School.

Ngā mihi nui

**Mr Shane McConnell**

Deputy Principal – Head of Senior College

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# Senior College Staff

*For contact details, please refer to the school website under 'Contact Us'*

**Principal:** Mr Mike Vannoort

**Associate Principal:** Mr Craig Utting

**Deputy Principal:** Mrs Jenny Addison

**Deputy Principal:** Mr Dean McKenzie

**Deputy Principal - Head of Senior College:** Mr Shane McConnell

**Assistant Head of Senior College:** Mr Isaac Stanton

**Assistant Head of Senior College:**

**Director of International College:** Mrs Colleen Steyn

## Senior College Deans

### Year 11 Boys

Mr Andrew O'Neill



### Year 11 Girls

Mrs Andrea Gort



### Year 12 Boys

Mr Chris Murray



### Year 12 Girls

Mrs Yvette Hodge



### Year 13 Boys

Mr Isaac Stanton



### Year 13 Girls

Miss Ashley Wallace



## What is the Senior College?

The Senior College at Middleton Grange School is comprised of Years 11, 12 and 13. It is a place where:

- the God given talents and gifts of students are nurtured and shaped
- students are taught the skills and knowledge required to enter tertiary study or the work force
- teachers will encourage students to grow in independence and faith
- students will develop the life skills required to become an effective member of society

## Whānau Groups

Each Senior College student is placed into a Whānau class, based on the House system. Students from the same year level are placed with a staff member who becomes their “familiar adult” care provider throughout their Senior College years.

Over this time, close relationships develop between the students in Whānau class, as well as with their Whānau teacher, as they participate in devotions, academic encouragement, house activities and social occasions together. A culture of care and mutual support is established within each Whānau class and encourages a family atmosphere throughout the school community.

## Courses

In Year 11, we offer the Middleton Grange School Certificate. This certificate is described on pages 6-7.

In Year 12 we offer NCEA Level 2, and in Year 13 we offer NCEA Level 3. An outline of these qualifications is provided on pages 8-9.

# MIDDLETON GRANGE SCHOOL

## Year 11 Certificate

### Introduction:

Middleton Grange's Mission Statement reads that we are committed to a rigorous learning culture based on an understanding of truth as revealed in the whole counsel of Scripture. The Year 11 Middleton Grange Certificate allows us to explore this mission statement with integrity and depth.

The focus of our Year 11 programme is to cultivate teaching and learning experiences that enrich our ākongā, guided by Christian values. Our aim is to help them discover the joy that learning holds for each of them as they grow in wisdom, faith, and understanding of God's creation. Each curriculum area has designed engaging and relevant courses that prepare students thoroughly for NCEA Levels 2 and 3.

While there is an expectation to complete the Certificate, the focus is on the learning; the assessment is an outcome of the learning and not the priority of it.

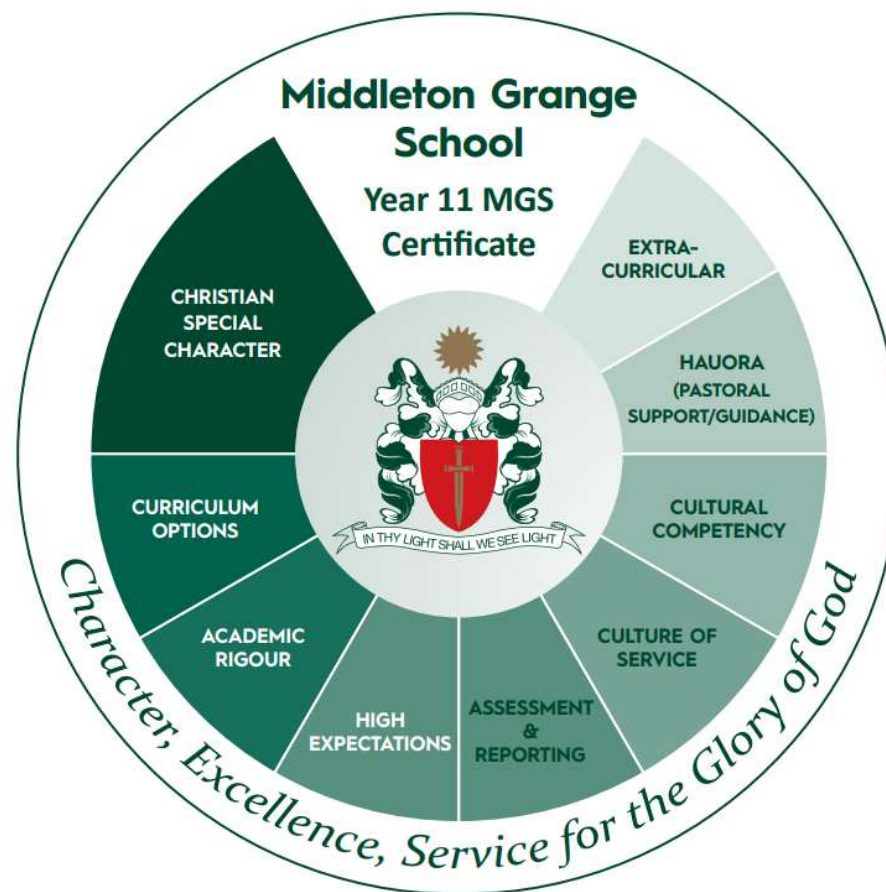
The Certificate will help ākongā recognise that learning extends beyond the classroom. Students will have opportunities to experience growth in a variety of settings, including sport, cultural activities, service, the arts, and wider school activities.

### The Year 11 qualification will include:

- Rigorous teaching and learning that will prepare students for the academic demands of Level 2 in 2026.
- Opportunities for formal assessment and recognition of achievement
- The ability to complete NCEA literacy and numeracy requirements, through the co-requisites, if these have not already been achieved.
- Service and co-curricular components.

Shane McConnell

Deputy Principal: Head of Senior College



# MGS Certificate Requirements

## Graduation Requirements:

To successfully complete the Middleton Grange Certificate, students must:

- Earn a minimum of 60 credits across all their subjects.
- Complete at least 20 hours of service in areas of their choice.
- Participate in at least 20 hours of co-curricular activities in areas of their interest.
- Maintain an attendance rate of 90% or higher.

The certificate will be awarded with one of the following endorsements:

- Excellence
- Merit
- Achieved

## Course Assessment:

Students will be graded as **Excellent, Merit, Achieved, or Not Achieved** based on specific assessment criteria. Those who consistently achieve high grades may qualify for the prestigious Middleton Scholar award. This award, along with other honours, will be presented during the Year 11 Prizegiving ceremony.

# Dimensions of the Year 11 Programme

## Christian Special Character

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. Our special character plays an integral part across the whole Year 11 programme including in lesson content and preparation. We seek to develop and nurture a biblical worldview through all aspects of school life. We work with parents to encourage students in their gifts and abilities to serve God and others.

## Curriculum Options

Alongside the compulsory subjects of Christian Studies, English, Mathematics, and Science, students are offered the opportunity to select from a wide range of option subjects. Students will be encouraged to cultivate their talents and embrace challenges with confidence and resilience.

## Culture of Service

Middleton aims to create meaningful opportunities for students to engage in service, following the example of Jesus' servant-hearted leadership. We encourage students to embrace His calling by actively responding to the needs of others. Through practical experiences, they will be inspired to live out the compassion and dedication exemplified in Jesus' life and ministry.

## Extra-curricular

Learning is a holistic journey, and students are encouraged to engage with life beyond the classroom. Extracurricular opportunities allow them to thrive in diverse areas, developing strengths, talents, and skills that empower them to flourish.

## Academic Rigour

We are dedicated to delivering a high-quality teaching and learning program grounded in a rigorous academic culture and guided by the truth revealed in the entirety of Scripture. Our Year 11 qualification will elevate students' academic achievement and fully prepare them, in line with the NZ Curriculum, for the challenges of Year 12 and 13 NCEA.

## Hauora (Pastoral support/Guidance)

Teachers, Deans, and the Counselling team are there to offer well-being support.

## Assessment and Reporting

Year 11 teachers will provide regular feedback on progress and achievement. Students and parents can expect timely and valuable reporting.

## High expectations

Middleton Grange upholds high expectations for both staff and students. The Year 11 programme is designed to challenge and inspire students, fostering growth and excellence through perseverance and diligence. Our commitment is to every student's progress and success.

## Cultural Competency

Middleton is committed to honouring the principles of Te Tiriti o and fostering a vibrant, diverse community. We aim for our Year 11 students to build meaningful connections within this community, equipping them to serve and engage with others respectfully and effectively.



# NCEA – Years 12 and 13

NCEA stands for the **National Certificate of Educational Achievement**. It's the main qualification for senior secondary school students, and it's available at Levels 1, 2 and 3. NCEA is internationally recognised.

## Levels



### NCEA Level 1

shows you have skills and knowledge that you can build on.



### NCEA Level 2

is the minimum qualification you will need for some jobs and tertiary programmes.



### NCEA Level 3

is needed for entry to university, along with University Entrance.

Middleton Grange School does not offer NCEA Level 1; however, this qualification will automatically be achieved as students gain NCEA Level 2.

## Standards

Every subject that you take is assessed by standards.

Standards describe different areas of knowledge and skills. There are specific standards that recognise mātauranga Māori (Māori knowledge). Each Head of Faculty will decide which standards are offered in each subject and how/when they will be assessed.

You can also achieve standards through some activities away from the classroom. For example, you may achieve standards by getting your driver licence, performing at a regional kapa haka or polyfest, or completing approved work or study programmes.



## Credits

Each standard is worth credits. When you achieve a standard, you earn the total number of credits that standard is worth, and it's these credits that build towards NCEA. There are usually around 4 or 5 standards in each subject giving a total of 20 credits available per subject (small variations apply).

## What you need for NCEA

From 2024, you will need:



## The Principal's Nominee

The Principal's Nominee is Mrs Janet Dixon for 2025. She is responsible for overseeing NCEA systems and processes within the school. You should talk to her if you:

- Will miss an assessment and need a derived grade or extension
- Need Special Assessment Conditions
- Wish to appeal a grade for an assessment and have already spoken to the Head of Faculty

# Student Behaviour

## 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 students and staff a safe, ordered, secure and caring environment which is conducive to working and learning.

**The ultimate aims of discipline are to:**

1. Develop self-discipline in students.
2. Develop biblical virtues.
3. Promote academic excellence.
4. Promote a suitable environment for learning.

**To achieve this we will:**

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

## Discipline allows learning to occur

It is important to understand that teachers discipline out of concern for student 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 students to do right, to change the pattern of wrongdoing into a pattern of godly behaviour.

## Learning Culture Plan

Our expectation of student behaviour is based on Matthew 22:39 and encourages us to ‘... put the needs of others before our own, make wise choices, accept responsibility for any wrongdoing and its consequences and demonstrate repentance through attitude and action.’ No student has the right to interfere with the teacher’s ability to deliver the lesson or other students’ ability to learn. If this happens, the Learning Culture Plan will take effect as outlined below.

### First disruption to learning

If your behaviour is interrupting your learning or the learning of others, the unacceptable behaviour will be identified by your teacher, appropriate conduct explained and the **first warning issued**.



### Second disruption to learning

If your behaviour continues to interrupt your learning or the learning of others, the unacceptable behaviour will be identified by your teacher, appropriate conduct explained, **the second warning issued** and your name written on the board.



### Third disruption to learning

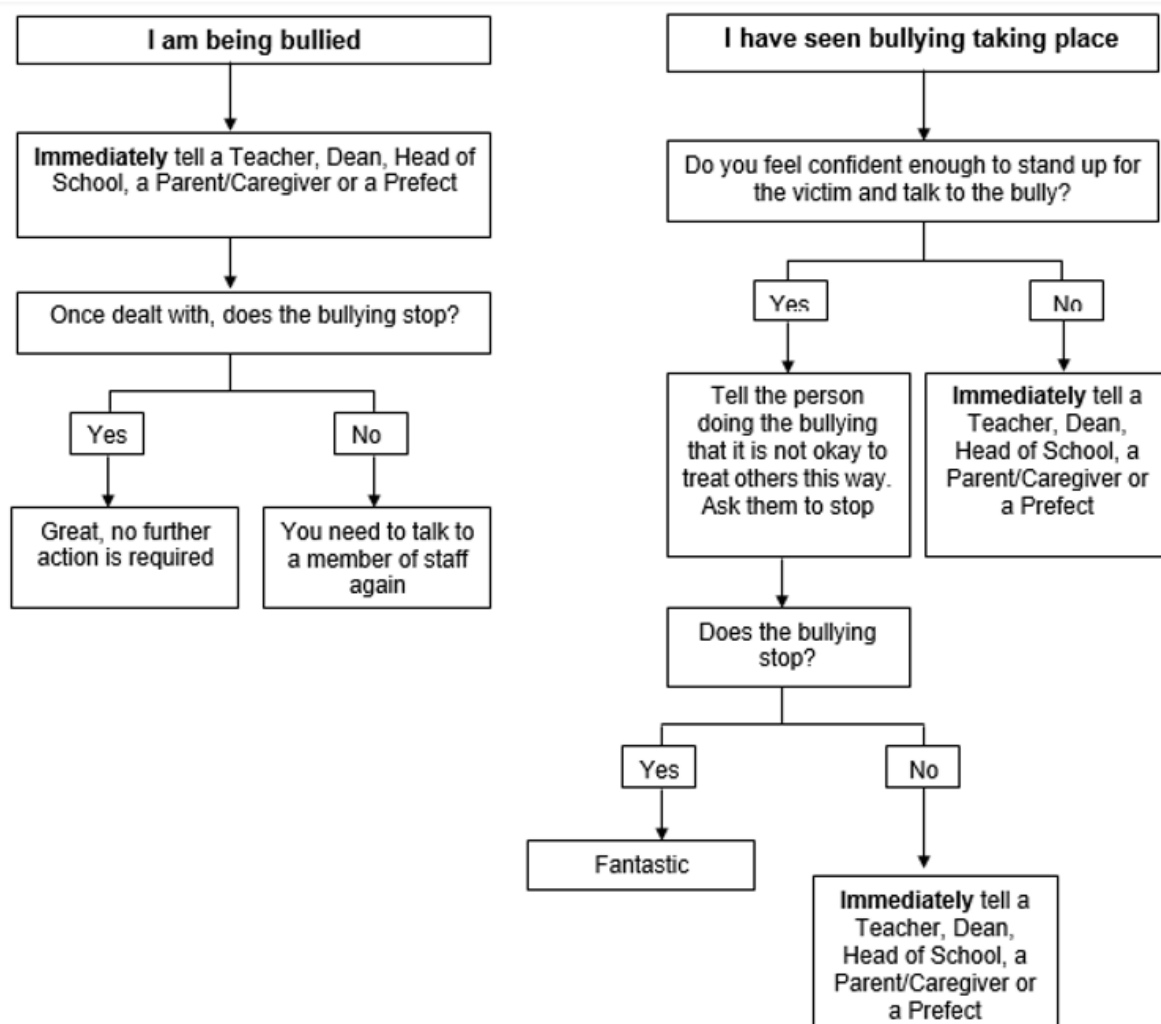
If the behaviour escalates or is not modified and continues to interrupt your learning or the learning of others **you will be removed from your class** and sent to the Referral Room. You will take the referral form with you, complete it and return to the referring classroom teacher in the last 5 minutes of the lesson. Referral will result in further consequences.

***There will be an immediate referral for a classroom disruption that is more serious in nature and does not require the initial intervention and warnings.***

## Bullying

### STOP Bullying: Here's how!

Bullying is when a person or group intentionally uses or abuses their 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.**

## The Level System

This is a period-by-period tracking sheet that is used to monitor student behaviour and to assist in its correction. A student may be placed on a level for attendance, punctuality, work ethic, uniform or anything that a Dean believes would be beneficial for a student.

There are four levels:

- Level 1:** The Whānau teacher will be responsible for monitoring students on Level 1. It is normally the Dean who places the student on the level.
- Level 2:** The Dean will be responsible for placing and supervising of students on Level 2.
- Level 3:** The Head of School will be responsible for placing and supervising of students on Level 3
- Level 4:** The Associate Principal will be responsible for placing and supervising of students on Level 4

For students placed on a level, parents will be informed by phone or email of the decision to have them on a level.

## Detention

**Lunchtime detentions** are given out for

- General misbehaviour, both within and out of class
- Repeated lateness to class or school
- Not turning up to a late detention
- Eating or chewing gum in class time.

**After-School Detentions** are given out for

- Disobedience
- Fighting
- Bullying
- Truancy
- Theft
- Verbal abuse
- Dishonesty
- Missed lunchtime detentions

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 Head of School before the day of the detention with a note from a parent.

An email is sent home to parents informing of the date and time of the after school detention. Failure to attend without adequate reason will result in further discipline

**Note:** Detentions take precedence over all other school or work activities. If there is a problem, see your Head of School **before** the day of the detention.

# Other Important Information

## Absence

If you are away from school, you must contact the school via the School App or phone the school office. International students must contact the International College office.

If you know ahead of time that you are going to be absent during school time for travel or any other purpose, your parent or guardian should contact the Head of Senior College by email or letter.

It is important to note that a student should only be absent from school for **sickness, family bereavement or family emergency**. These are the only legally 'justified' reasons acceptable by the Ministry of Education. Absences can have a significant impact on academic progress and social interaction and attendance at school is a legal requirement for all students. It is the responsibility of parents and caregivers to make sure their child attends school.

An absence explained by a parent is not necessarily a justified absence. Parents do not have the right to excuse students from school without just cause. Some examples of 'unjustified' absence include completing assessments, 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. 'Unjustified' absence from school is considered truancy.

## Appointments

Appointments should be scheduled out of school hours. Where this proves impossible, students are to bring a signed note to the Attendance Officer, located at Student Services, at the start of the day. Students will be given a green slip by the Attendance Officer.

The signed note **must include**: Student **name** and **whānau class, the date** and **time of the appointment**, as well as any relevant details of the appointment (e.g. Doctor, Physiotherapist, Dentist etc)

When it is time to leave school, present the blue slip to the classroom teacher, go to Student Services and sign out – you will need to show the staff at Student Services the blue slip. All students must sign back in at Student Services when they return.

Any request for leave for more than one school day must be made in writing well in advance to the Head of School.

## Leaving School Grounds

**Year 11 and 12** wanting to leave the school grounds at any time **MUST** follow the process above and sign out at Student Services.

**Year 13** students may leave the school grounds during lunchtime **after signing out** on the board outside SC Admin area or the online form and **must sign in** on their return. At all other times, Y13 must follow the process above and sign out at Student Services.

## Lateness

Punctuality is valued at our school. Students are expected to be at school by 8.40am and to be in class by 8.45am.

Students who arrive after 8.40am must bring a note and present this to Student Services before proceeding to class. International students must present a note to the International College office.

## Driving to School

Fill in the form on [mgs.nz](https://mgs.nz) → Student Links → Student Sign-ups → Vehicle permission form. This process is required by the School Bylaws and must be completed before driving to school. Vehicles are not to be parked on the school premises.



## Extra-curricular activities

Sports, performing arts and other extra-curricular activities can be signed up for using the online forms at [mgs.nz](https://mgs.nz) → Student Links

## Guidance Counsellors

Guidance Counsellors are specially trained to help you in many ways.

### **They can guide you in:**

- Dealing with personal issues
- Finding specialist help for you if necessary
- Maintaining good physical and mental health
- Developing the skills to manage your own life.

**A counsellor does not make decisions for you but will help to work out ways to manage your difficulties.**

### **How do I arrange an appointment?**

To arrange an appointment with a counsellor you need to fill in an appointment card, available from the Guidance waiting area. Your parents or guardians can also call the counsellors if they have concerns relating to your school life. When you have a counselling appointment you should advise the teacher of the class you will be missing, so that you are not marked 'absent' for that period.

The counselling service is confidential, which means that the things you discuss remain totally private.

## Relationships

There is to be no physical contact between students. Where a natural interest develops it must be conducted so as not to be conspicuous or exclusive.

## Smoking & Vaping

Smoking and vaping is not permitted on the school premises at any time. Cigarettes and vapes are not allowed on school premises at any time and are not to be used while a student is wearing school uniform.

## Alcohol & Drugs

Alcoholic liquor, solvents and illegal/dangerous drugs are not permitted on the school premises at any time. The possession or consumption of alcohol/drugs/solvents is also forbidden on school sports trips and all other outside school trips and activities. Students are not permitted to consume alcohol/drugs/solvents prior to coming to school functions such as dinners and dances, or at any organised functions following school events.

## Cell Phones & Electronic Devices

The school does not encourage students to bring any of these items to school but if they do, they must be **turned off and out of sight in your bag during school hours**. If any of these items are seen or heard, they will be confiscated and taken to the Student Services office.

### **Consequences for student phones being visible or used during the day are:**

- 1<sup>st</sup> time – cell phone confiscated by staff member and returned to the student at the end of the school day, after 3pm from the Student Services office.
- 2<sup>nd</sup> time – cell phone confiscated, and parent is required to collect it.
- 3<sup>rd</sup> time – meeting with student and parents regarding continual disobedience.

## Food

Food may not be eaten in class. Only water may be consumed in class. Chewing gum is not permitted at school at any time.

## Uniform

The full and correct uniform is expected to be worn at all times. This can be found on the school website under 'Life at MGS' → 'Uniform'.

If a student does not have a part of the uniform on a particular day, they must bring a signed note from a parent and see a staff member in the Senior College Admin area before school. The blue slip will excuse them from wearing the uniform item for the time specified.

Uniform items may be issued on a loan basis from the school when they are available. This can also be arranged in the Senior College Admin area.

Any students wearing incorrect uniform will be asked to go to SC Admin to get a blue slip and will be placed on a Level for uniform if a pattern of non-compliance appears.

# Emergency Procedures

## Fire & Earthquake Procedures

In the case of fire or earthquake, the alarm signal will be the continuous ringing of bells. If this occurs, students will leave the building immediately in an orderly manner under the supervision of teachers and assemble in the area allocated. Senior College line up according to signs in whanau group order in the quad outside the cafe, starting with Year 11, then year 12. The Year 13 Whanau classes are to line up outside the Grange according to the signs.

Fire alarms and fire prevention equipment must not be touched except in an emergency.

## Lockdown

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, students, and the school environment.

The entire school including teaching and non-teaching staff, students, 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 students, 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)
- Sit on the floor, out of sight, until the ALL CLEAR notification
- Maintain silence
- Students are to follow all staff/police instructions
- NO-ONE is to leave the classroom until the ALL CLEAR
- Evacuation of buildings will occur ONLY at the direction of authorised personnel. When this occurs staff and students 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 OR CONFRONT THE SUSPECT**
- Staff and students 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
- Students 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