



Student and Whānau Handbook



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Parent Portal

At MHS we have a Parent Portal that will allow you access to:

- **Timetable/Attendance** - Gives student timetable for the day as well as live attendance for the week.
- **Newsletters** – Access all of our weekly and special newsletters. An alert will be sent to your phone when a new newsletter is added.
- **Reports** – Access your child's reports at the touch of a button.
- **Results** - gives results for current year by subject
- **Calendar** – Keep up to date with Events and Key Dates throughout the school year.
- **Daily Notices** – keep up to date with what is happening throughout the school on a daily basis.
- **Report Absence** – fast and secure absence reporting for caregivers. The mobile-optimised interface requires parents/caregivers to authenticate using their Parent Portal Login Details. Parents/Caregivers can also view a complete history of all of the absences that have been submitted for the student.

How Do I Access the Parent Portal?

**** NOTE:** if, after following the below steps, no details show up when you login it could be that we do not have the correct or an up-to-date email address for you - in this case we do recommend that you have your details updated on our system to avoid missing important notices sent throughout the year. These details can be sent to [Sharon Head](#).

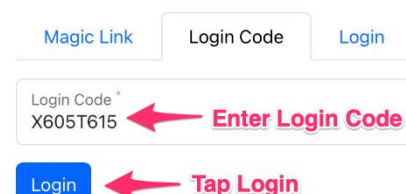
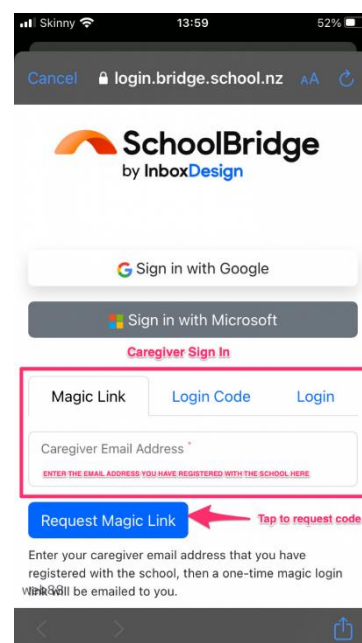
Sign in to the SchoolBridge App

Signing into the SchoolBridge app is easy and you only have to do it once to save your account.

1. Install the app on your device by searching the app/play store for "SchoolBridge" or [CLICK HERE](#)
2. Once you have the app installed, tap the SchoolBridge icon from your home screen from and tap SIGN IN
3. Parents and caregivers can use Magic Link to request a sign in code.
4. Enter the email address you have registered with your school and tap REQUEST MAGIC LINK
5. Enter the code from the email you receive and tap "LOGIN"

Notifications - Once you sign in, your device will ask if you want to receive notifications. Make sure that you allow this so you receive important alerts and announcements from your school.

Adding a PIN Code - To set a pin code, tap the More... option in the bottom menu and tap Set PIN. Enter and verify your PIN code and tap finish.



If you have requested a magic link, you will be emailed a login link and a unique code, either that, this is useful for signing in on another device.

Web Sign In

1. Click the LOGIN link on the Massey High School home page.
2. You will see a public dashboard offering you instructions to login to the portal and quick access to links and information. Click the Sign In link in the top right corner.
3. You will see several options for making sign-in easy. Just click on the account type you have, to sign in. The email address of your account must be the same address you have registered with your school. Parents can also use Magic Link to sign in (see below).

[Click here to watch a video, created by Inbox Design, on how to SIGN IN.](#)

MagicLink - Easy Sign in for Parents and Caregivers

1. To use Magic Link, enter your email address and click 'Request Magic Link'
2. SchoolBridge will send you an email with a link that you can click to sign in. Magic-Link only works for caregivers and you must use the email address that you have registered with your school. The Magic Link sent to you will also include a code that you can use to sign in using a different device.

[Click here to watch a video, created by Inbox Design, on how to sign in using Magic Link](#)

Switching Between Your Students

1. If you are a caregiver with multiple students at the same school, you can easily switch between your children's accounts without having to sign out.
2. Clicking the Switch Siblings icon allows you to quickly switch between the accounts for all of your children.

[Click here to watch a video, created by Inbox Design, on how to SWITCH STUDENTS](#)

Uniform

The school uniform is a symbol of the school to which students belong and of which they can be proud. The school expects students to maintain a high standard of uniform and presentation at all times. It follows that the school uniform should be worn correctly and in a way that reflects credit on both the school and the wearer. Personal cleanliness and tidiness are automatically expected of students at Massey High School.

School uniform consists of:

School Blazer	Striped, black monogrammed blazer.
School Tie	Bronze for Year 9 and 10 students and Black for Year 11 - 13 students.
Shirt	White, short-sleeved and long-sleeved, with the school crest on the sleeve.
Skirt or Trousers	Grey with the school crest on the left side.
Shorts	Charcoal shorts, with tone-on-tone Massey High School logo. Shorts may be worn with sandals (see below) or with black leather shoes and black socks.
'le Faitaga - Tupenu	Charcoal coloured, with tone-on-tone Massey High School logo.
Physical Education	Black and gold shorts and tee shirt.
Socks	Black or White. In winter, tights may be worn under skirts.
Shoes	Plain black with no extra colour, decoration or labelling. No sports shoes. No canvas shoes. No boots of any description. Standard leather lace-up school shoes or sandals. Must be black leather Roman sandals. Also acceptable are McKinlay's 'Safari', Birkenstock 'Milano' and, for girls, Hush Puppies 'Nigella'. No socks are to be worn with sandals, and sandals are not to be worn with long trousers. Please note – crocs and other forms of informal footwear will not be permitted.
Jersey or Vest	Black monogrammed, with one gold stripe on the neckband.
Rain Jacket	Black, monogrammed.
Scarf	Plain black or white. Terms 2 and 3 only.
Cap	Black, monogrammed.

GENERAL UNIFORM INSTRUCTIONS

- A Tee-shirt may be worn under the school top. It must be plain white and must be short-sleeved when worn under the short-sleeved top.
- The wearing of jewellery is not permitted, except for **one** plain gold or silver stud in each ear and a wristwatch.
- Details of uniforms for sports teams will be supplied by the school.
- Students taking technology or science subject which require enclosed shoes in workshops should bring appropriate shoes for those subjects on the days they are timetabled. Similarly, experiments in science labs will require appropriate shoes. More information will be on our website.

As you are aware our blazer, shirt, and tie remain integral components of our uniform and are a source of pride for our students. Trousers, shorts, skirts, sandals, shoes are all uniform choices that can be worn year-round. There is no summer/winter split.

BYOD

Massey High School's integrated eLearning means it is recommended that students bring a device to school each day to support their learning. Students will access the internet using the wireless network on campus, and access learning materials provided by the school. This includes access to Office 365 and the school's printing services. The most suitable device for learning is a laptop or similar with a keyboard capable of accessing Office365 online, with a reasonable screen size. **A smartphone is not suitable for BYOD.**

For more information, please see our BYoD page on our website:

<https://www.masseyhigh.school.nz/about/teaching-learning/digital-learning>



Stationery

Stationery will need to be purchased prior to your child starting school. We would like to encourage parents to shop at Warehouse Stationery either via the website or in store at Northwest or Lincoln Road. If you purchase from Warehouse Stationery, the company supports the school by making generous gifts of vouchers available for prize giving. However, you can purchase from the retailer of your choice.

Should you choose to shop elsewhere for your stationery, the requirements are listed below.

- [Year 9](#)
- [Year 10](#)
- [Level 1](#)
- [Level 2](#)
- [Level 3](#)

Buses

Transport is supplied by: Ritchies Transport (09) 833 6053. Note: AT HOP cards are not accepted on these buses.

- Bus Tickets:**
- Payment is made via myKindo, and then the ticket/card is collected from the Bursar's Office.
 - The 10 ride concession card costs \$28, and a single ride ticket costs \$3.

MINISTRY BUSES

- Buses 1, 2, 3, 7, 9, 11, 12 are Ministry of Education bus runs.
 - **Eligible** students can ride for free, see below for who qualifies.
 - Other students must have a ticket.
- **Eligible Students:** to be eligible for FREE travel on a Ministry Bus students must:
 - Live 4.8km or more away from Massey High School, **and**
 - Live 2.4km or more away from public transport routes
 - Be attending their closest secondary school. (If not attending the closest school, contact us as other rules apply).
 - **Bus Eligibility Card:** Eligible students need this to ride for free. Please contact the Bursar's office to have the \$6 charge added to your myKindo account. The cards take a few weeks to arrive, but a temporary card can be issued.

BUS 1 - BETHELLS BEACH – Ministry run

7.30am: Start at McKay Rd, via Bethells Rd, Te Henga Rd, Scenic Dr, via Swanson Rd, into Luanda Dr, Waitemata Dr –
8.15am Transfer at Starling Park to BUS 12 and continue to Massey High School.

3.15pm: Depart MHS. Pick up at Waitakere College, Liston & St Dominic's. Via Rathgar Rd, Swanson Rd, Scenic Dr, Te Henga Rd, Bethells Rd and finish at McKay Place.

BUS 2 – SCENIC DRIVE – Ministry run (Bus 2 does not directly transit through Massey High School)

7.30am: Pick Up at Intersection Scenic Dr/Tawari Rd – Return Scenic Dr, Swanson Rd, Right Christian Rd, Left O'Neill's Rd, Right Pooks Rd, Left North Candia Rd, Left Swanson Rd, Right Swanson Rd, Left Luanda Rd, Rail Station carpark, Right Swanson Rd, Left Swanson Primary Busy Bay – DROP OFF Swanson Primary students – Left Swanson Rd, Left Luanda Dr, Right Waitemata Dr – 8.15am Transfer at Starling Park to BUS 12 and continue to Massey High School.

3.15pm: All students must catch Bus 1 to TRANSFER at Liston College for the Scenic Dr Bus 2 in the afternoon. Bus 2 continues via Rathgar Rd, Swanson Rd, North Candia Rd, O'Neills Rd, Christian Rd, Swanson Rd, Scenic Dr to finish at Mountain Rd.

BUS 3 – RIVERHEAD – Ministry run

7.40am: Start at Barrett Rd, left Lloyd Rd, Turn Edward Jonkers Rd, Return Lloyd Rd, Right Barrett Rd, Left Coatesville/Riverhead Highway, Right Newton Rd, Left School Rd, drop off Riverhead School students 7.50am. Continue School Rd, Right Coatesville/Riverhead Highway, Left SH16, Right Don Buck Rd to Massey High School.

3.40pm: Depart MHS, Don Buck Rd, State Highway 16, Coatesville/Riverhead Highway, Barrett Rd, Lloyd Rd, James Paige Lane, Lloyd Rd, Barrett Rd and finish 4.20pm.

BUS 7 – HUAPAI – Ministry run

7.00am: Start at 312 Taupaki Rd, pick up 187 Old North Rd, Left Oraha Rd, Right SH16 Fred Taylor Dr, Left Trigg Rd, Left Fosters Rd, Left Awa Rd, Left Tawa Rd, Via Access Rd, Right SH16, Right Don Buck Rd, to Massey High School.

3.30pm: Depart MHS FIRST STOP IS KUMEU. State Highway 16, Access Rd, Tawa Rd, Awa Rd, Fosters Rd, Trigg Rd, State Highway 16, Oraha Rd, Old North Rd and finish at 263 Old North Road.

BUS 9 – MURIWAI – Ministry run

7.05am: Start opposite Waimauku School on Muriwai Rd, Left Valley Rd, Right Muriwai Valley Rd, Right Taiapa Rd, Continue Oaia Rd, Left Waitea Rd, Right Motutara Rd, Left Muriwai Rd, Last Pick Up Fletchers Rd 7.35am then State Highway 16 into Waimauku Station Rd,

Transfer Massey High School students, 7.40am Waimauku Station Rd, Right Factory Rd, Left SH16, Right Fred Taylor Dr, Right Don Buck Rd, into Massey High School.
(Muriwai continued)

3.45pm: Depart MHS, Don Buck Rd, Left Fred Taylor Dr, Left SH16, Left Muriwai Rd, Left Valley Rd, Right Muriwai Valley Rd, Right Taiapa Rd, Continue Oaia Rd, Left Waitea Rd, Right Motutara Rd, Left Muriwai Rd, Finish Valley Rd 4.30pm.

BUS 11 – TAUPAKI – Ministry run

7.25am: Start Corner McEntee & Township Rds, Via McEntee Rd, Left Amreins Rd, Left Taupaki Rd, Right Waitakere Rd, Left Cottle Rd, Right Annandale Rd, Via Hanham Rd, Right Waitakere Rd, Left Taupaki Rd, Right Nelson Rd, Right Red Hills Rd, Right Don Buck Rd, to Massey High School 8.10am.

3.45pm: Depart MHS, Left Don Buck Rd, Left Red Hills Rd, Left Nelson Rd, Left Taupaki Rd, Right Waitakere Rd, Left Cottle Rd, Right Annandale Rd, Via Hanham Rd, Right Waitakere Rd, Left Taupaki Rd, Right Amreins Rd and finish 4.25pm.

BUS 12 – WAIRERE ROAD – Ministry run

7.20am: Start Waitakere Primary, right into Wairere Rd, turn at Jonkers Rd return Wairere Rd, left Bethells Rd, left into Anzac Valley Rd, turn at Wendy Rd, back down Anzac Valley Rd, right into Bethells Rd, right into Waitakere Rd, left into Scenic Dr via Swanson Rd, left into Luanda Dr, right into Waitemata Dr. 8:15am Stop at Starling Park then continue Waitemata Dr, Swanson Rd, Don Buck Rd to Massey High School..

3.15pm: Depart MHS, Don Buck Rd, pick up at Waitakere College, Liston & St Dominics. Rathgar Rd, right into Swanson Rd, right into Waitakere Rd, left into Bethells Rd, left into Anzac Valley Rd, turn at Wendy Rd, back down Anzac Valley Rd, left into Bethells Rd, right into Wairere Rd, turn at Jonkers Rd, back along Wairere Rd finish at Waitakere Primary.

SCHOOL CHARTER BUSES

- Buses 13, 100 and 5/6/10 have NO FREE TRAVEL. They are School charter bus runs.
 - Students must have a ticket to ride these buses.
 - Note: Bus 5/6/10 allows cash for a \$3 single ride.

BUS 5/6/10 HOBSONVILLE ROAD, LUCKENS ROAD – WEST HARBOUR – School charter run

7.30am: Start outside Hobsonville Primary School, right into Clark Rd, right into Wiseley Rd, left into Marina View Dr, through into Luckens Rd, left into Hobsonville Road, Left Oriol Ave, Right Moire Rd, Left Granville Rd, Right White Heron Dr, Left Widmore Dr, Right Royal Rd, Left Colwill Rd, Left Spargo Rd, Left Royal Rd, Left Don Buck Rd, Massey High School 7:55am.

3.15pm: Start MHS 3:15pm, Left Don Buck Rd, Right Royal Rd, Right Colwill Rd, Left Spargo Rd, Left Royal Rd, Right Widmore Dr, Right White Heron Dr, Left Granville Rd, Right Moire Rd, Right Luckens Rd, Continue Marina View Dr, Right Wisely Rd, Left Clark Rd, Left Hobsonville Rd, Left Fitzherbert Ave, Right Oriol Ave, Left Hobsonville Rd, Straight Fred Taylor Dr, Left Fred Taylor Dr, Finish outside The Warehouse, Westgate.

BUS 13 – WAIMAUKU – School charter run

7.40am: Waimauku Station Rd (Waimauku General Store), Factory Rd, State Highway 16, Fred Taylor Dr, Don Buck Rd to Massey High School.

3.15pm: Depart MHS, Don Buck Rd, Fred Taylor Drive, State Highway 16, Waimauku Station Rd (Waimauku General Store).

BUS 100 TE ATATU PENINSULA & HENDERSON – School charter run

7:10am Start Te Atatu Peninsula Community Centre, Via Te Atatu Rd, Right Roundabout Gloria Ave, Left Old Te Atatu Rd, Right Te Atatu Rd, Left Great North Rd, Right James Laurie St, Right View Rd, Left Railside Ave, Right Bruce McLaren Rd, Right Hindmarsh St, Right Farwood Rd, Right Forest Hill Rd, Left Henderson Valley Rd, Right into Candia Rd, Right Sturges Rd, Left Swanson Rd Via Don Buck Rd. Arrive Massey High School 8am.

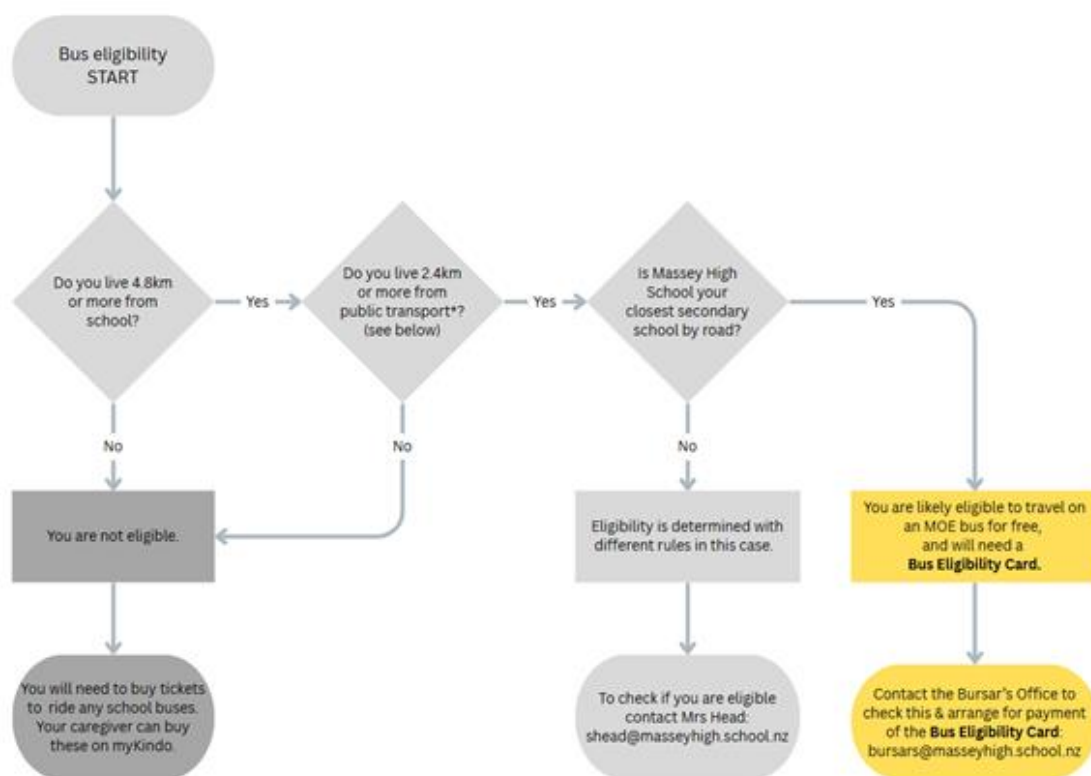
3.15pm: Depart MHS, Right Don Buck Rd, via Swanson Rd, Right Sturges Rd, Left Palomino Dr, Via Border Rd, across into Forest Hill Rd, Left Farwood Rd, Left Hindmarsh St, Left Bruce McLaren Rd, via Railside Ave, Right View Rd, Left James Laurie St into Great North Rd, via Te Atatu Rd, continue Te Atatu Rd, U Turn at Roundabout at shops, finish outside Library 3.50pm

TYPES OF BUSES

There are 2 types of school buses provided by Ritchies Transport:

- CHARTER buses - **All students must buy tickets.**
- MINISTRY OF EDUCATION buses - Students who are **eligible** for Transport Assistance can ride for free (see below) and will need a Bus Eligibility Card. Ritchies can allow other students to ride on these buses if there is room and **they must buy tickets.**
- Based on recent demand there is potential for any of these buses to be too full to take paying students, so you should ensure that you have arrangements in place if you cannot catch a bus on a busy day.
- MOE advise that parents are responsible for ensuring their child can get to and from school. Students who are not eligible for MOE transport should have alternative travel arrangements, as spaces on MOE buses may not always be available. The MOE can restrict buses to eligible students only at any time.

AM I ELIGIBLE FOR TRANSPORT ASSISTANCE?



*PUBLIC TRANSPORT

As per the Ministry of Education (MOE) this is public transport that:

- travels within 2.4km of the roadside gate of the student's home.
- travels to within 2.4km of the student's school or kura.
- does not need the student to be picked up before 7am and gets them to school or kura on time.
- collects the student within an hour of school or kura finishing.
- does not need the student to change buses more than once on a journey.

The MOE has also advised that it is the caregiver's responsibility to get students to the bus stops.

The MOE may stop running school buses in an area if a public transport option becomes available. They will give affected schools or kura at least a full term's notice of the change.

HOW DO I BUY A BUS TICKET?

- Your caregiver can buy this on myKindo, it costs \$28 for a 10-ride concession ticket. It can be bought before your first day and collected at school.
- You cannot use an AT HOP card on these buses.

HOW DO I GET A BUS ELIGIBILITY CARD?

If you are eligible (as per flowchart above), you will need a Bus Eligibility Card to ride the Ministry of Education bus for free.

To get a card you or your caregiver should contact the Bursar's Office (who will check that you are eligible) and ask them to add the \$6 charge onto your caregiver's myKindo account. Once that is paid, the plastic cards take a few weeks to arrive, but a temporary paper version can be given in the meantime.

Bursar's Office: bursars@masseyhigh.school.nz

HOW DOES A NEW STUDENT CATCH THE BUS ON THEIR FIRST MORNING?

At the start of the school year, buses will pick up anyone in uniform in the morning for the first week.

Once at school Eligible students will be given a temporary paper pass to use on the Ministry bus, and timeframes for ordering the Bus Eligibility Card. Other students can pick up their bus ticket from the Bursar's Office if their caregiver has already paid for it.

If a student starts during the year, the only difference is that they will not be able to take the bus to school on their first day.

BUS ROUTES

These are the buses that run to/from Massey High School:

MINISTRY OF EDUCATION BUSES

- Bus 1 – Bethells Beach
- Bus 2 – Scenic Drive
- Bus 3 – Riverhead
- Bus 7 – Huapai
- Bus 9 – Muriwai
- Bus 11 – Taupaki
- Bus 12 – Wairere Road

CHARTER BUSES

- Bus 5/6/10 – Hobsonville Road, Luckens Road, West Harbour
- Bus 13 – Waimauku
- Bus 100 – Te Atatu Peninsula & Henderson

Please note: The Ministry of Education is currently reviewing West Auckland Buses, and these may change/stop.

Attendance

Everybody benefits from regular student attendance. These benefits include greater student safety, community well-being and a sense of connectedness for all.

New Zealand law requires children from the age of 6 to be present at school except in special circumstances such as illness etc. Parents must notify the school if their child is absent from school.

In order to ensure the Health and Safety of all students at Massey High School, this is a friendly reminder that if you wish to remove your student from school during the day, we can only allow this, if you are the person nominated on your child's profile.

Please ensure that all contact details and student information is correct.

If you need to update this, please contact Mrs Head on 831 0500 ext 524 or [email](#).

Please do not be offended if we are unable to sign your child out because of incorrect details showing on their profile.

Attendance Management Plan

Strategic Priorities

Regular school attendance (classified as students who attend more than 90% of the time) is important for students to achieve their educational potential. The government target is that 80% of students will be regularly attending school by 2030.

This term (Term 1 2026), Massey High School currently has 66% regular attendance (National Secondary School Average for Term 1 Regular Attendance 2025 was 61.6%) and a target of lifting regular attendance to 80% by the end of 2030 in line with the government's target.

Board Responsibilities

The Board is responsible for taking all reasonable steps to ensure that the school's students attend the school when it is open for instruction.

The Board will comply with the provisions in the legislation in relation to student attendance by:

- having a commitment to support students return to regular attendance
- having processes and procedures in place to support a Stepped Attendance Response to student absence that uses data-based thresholds to identify students
- recording all absences, and responding accordingly
- having an effective method in place for identifying and monitoring student absence, including identifying patterns and barriers to student attendance
- publishing this attendance management plan on the school's website.

Principal Responsibilities

The Principal is responsible for:

- developing and implementing a stepped attendance response aligned with the thresholds to support student attendance
- ensure that student absence is investigated, responded too and actions taken recorded aligned with the thresholds
- ensure all students, whanau and staff understand the processes and procedures that support student attendance

Report to the Board on any trends, barriers to attendance and interventions being used to support student attendance.	
Procedures/supporting documentation	
Attendance management Procedure - Stepped Attendance Response (STAR)- see below	
Monitoring	
The Principal will maintain reporting of daily attendance data. The Board will receive termly attendance reporting- including information provided by the Every Day matters report. Included in this reporting will be any emerging trends, barriers to attendance, and areas of concern for the Board's consideration.	
Legislative Compliance/ Legislation	
- Education and Training Act 2020 - Education Attendance rules - Education Attendance Management Plan regulations (yet to be passed)	
Reviewed: November 2025	Next review: November 2028

Attendance Management Procedure- Stepped Attendance Response	
We recognise the importance of regular attendance to help our students achieve their educational potential. Our attendance procedures ensure students are accounted for during schools' hours. This allows school staff to identify and response to student attendance concerns. We have a stepped attendance response to ensure we are able to identify students and offer appropriate interventions at the thresholds to support students to return to regular attendance. We have annual targets for student attendance and work with students, parents and caregivers, staff an external agency, where necessary to improve our levels of student attendance.	
Parent/Whanau Responsibilities	
- ensure students attend every day they are able - reinforce good attendance habits - open communication with the school - follow the school's attendance management plan and associated attendance policies and procedures.	
School Responsibilities	
- clear communication to parents and students on attendance expectations on enrolment, at the start of the year and each term - communicate to parents what steps the school will take if the student is absent from school - monitor student attendance - provide students with regular updates on their own attendance - report regularly to parents on attendance of their child.	
School Procedures	
The Principal will appoint staff and delegate duties, so as to manage the recording of electronic student attendance register and the follow-up procedures for non- attending students.	

Non-teaching staff with duties associated with our attendance system will support teachers to maintain accurate up-to-date attendance information.

Classroom teachers / Academic Mentors are responsible for recording student attendance to their class each period/ half day basis.

Deans / Kaiawhina / Attendance Officer / Senior Leaders are responsible for monitoring student attendance for their respective groups, ensuring that parents are informed of attendance concerns. Senior staff and relevant personnel will be kept informed of serious student absence situations.

Parents will receive student attendance data via weekly emails / parent portal / termly updates.

Outside agencies will be used as appropriate to support attendance (Primarily Attendance West).

Students will be identified at the thresholds. Follow-up response actions will be tailored to the reasons for absence.

Patterns of attendance and specific interventions being used will be evaluated by the pastoral team/SLT termly to review outcomes and effectiveness of these interventions

Below is the Stepped Attendance Response Activities for our school. Any action taken can be considered at any threshold. All actions taken to respond to absences will be recorded in KAMAR. The pastoral care team meets fortnightly. If you have any questions about our Stepped Attendance Response or procedures, please contact Penny Brown.



Everyday
Morning Roll completed by 9.30m. Push notification sent via txt and email to whanau if student is recorded as absent by this time.

Attendance Response Plan

Response for Continuous Unexplained Absence

3 Days	5 Days	7 Days	10 Days	15 Days	20 Days
Attendance Team Email sent to whanau raising attendance concerns	Kaiawhina contacts caregivers raising attendance concerns and books hui	- Deans/Whanau Hui with Individual Attendance Plan - Referral to Attendance West	- SLT contacts caregivers - SLT Formal letter sent	- SLT Hui with whanau and student - Implement and monitor improvement plan	Un-enrollment decision made

Response for Non-Continuous Unexplained Absence

5 Days	10 to 15 Days	15 Days or more
Attendance Team Email sent to whanau raising attendance concerns	- Deans/Whanau Hui with Individual Attendance Plan - Use in school resources to remove barriers and request outside support if needed - Referral to Attendance West	- SLT Formal letter sent - SLT Hui with whanau and student - Implement and monitor improvement plan



My child is away, what should I do?

If students are unable to attend school we require notification, by 9am, by a parent/caregiver via the SchoolBridge App which can be downloaded [here](#). You will require your Parent Portal logon details to access these.

If you are unable to access the portal or the SchoolBridge app, you are able to email us at attendance@masseyhigh.school.nz.

If you report that your child is absent for illness/medical reasons, an automated message will be sent to the email address held on file requesting further details. We ask that you please completed this questionnaire to enable us to mark your child's attendance correctly.

Please Note: Reporting an absence **must** come from the person nominated on your child's profile, not from the student themselves nor can we accept the reporting of an absence from contact details that do not match those of the nominated person.

The SchoolBridge App is a secure way of ensuring only parents/caregivers are sending through the reports and it also keeps a track of what you have sent through.



My child feels unwell at school, what is the process?

If a student becomes sick during the day they **must go to the nurse** and she will decide if a parent needs to be contacted to come and take the child home.

Some students decide for themselves that they need to go home sick and phone parents directly, asking to be collected. This is unsatisfactory and makes it very difficult for the school to keep a track of students' whereabouts during the day, which we must do for their health and safety, if they have left the premises without following the correct procedure.

Please note, due to Covid restrictions the nurses are currently operating by appointment only. Appointments can be made [here](#).

We ask parents to assist us in having their child follow the correct procedures regarding sickness at school.



I need my child to be released urgently, what can be done?

If you need to sign your child out for an emergency during the day please be aware that the office staff may not be able to get your child straight away. While they will do everything they can to help, it may take a little while.

If you anticipate needing to get your child out urgently it would be helpful to give at least half an hour notice. You can phone the school office on 831-0500. Please do not turn up at the office and expect to be able to get your child out of class immediately.

The student **must** go to the Attendance Administrator who issues an "Out-of-School" pass.

Please DO NOT send your child a text message and expect them to be let out of class and to leave the school grounds without following this process.



My child needs to leave school early, what is the process?

If your child needs to leave school early for an appointment you are able to request an 'Exit Pass' via the [SchoolBridge App](#) prior to the student needing to leave.

If you are unable to access the portal or the SchoolBridge app, students **must have a note signed by a parent/guardian**. The student then gets this countersigned by a Dean or a member of the Senior Leadership Team.

Please make note of the reason that the student will be leaving early and whether or not you expect them to return to school that day.

The student must go to the Attendance Administrator who issues an "Out-of-School" pass. For Health and Safety reasons this is a **MUST**.

Please note it is up to the Parents/Caregivers of the student to contact the school with the request to leave school early, if notice has not been provided the student will be told to return to their class.

Please DO NOT send your child a text message and expect them to be let out of class and to leave the school grounds without following this process.

Behaviour Expectations and School Values

CLASSROOM EXPECTATIONS

School Values Completed All Tasks Completed Homework

Contributed positively to class discussion Contributed positively to groups

Completed work to the best of your ability Correct Equipment

On Time to Class Correct Uniform

At Massey High School we have high expectations of our students. The above outlines our expectations.

The school rules are detailed on the school enrolment form and are signed by students and caregivers at their enrolment interview.

The Board of Trustees is responsible for providing a safe physical and emotional environment for all students and staff in the school.

- No Bullying
- No Acts of Violence
- No Theft
- No Abusive Language
- No Substance Abuse
- No Breaking of School Rules - [School Conditions and Rules](#)

If a student breaks any of these rules, the student will be subjected to the school's discipline system and may be excluded or expelled from the school.

Our School Values are:

Rangatiratanga: Leadership. Exercising our autonomy by taking responsibility for our choices, actions and goals. Inspiring confidence in others as we lead with integrity, courage and hard work.

Manaakitanga: Creating a welcoming, caring and creative learning environment that treats everyone with respect and dignity, recognising the innate value of each person by showing hospitality, generosity, kindness and care.

Whanaungatanga: Engaging in positive and collaborative relationships as learners, with teachers, with our families and whanau, our peers and the wider community.



BULLYING & HARASSMENT

The safety of staff and students at Massey High is paramount. All forms of abuse of other people are unacceptable. Complaints of abuse and harassment are taken very seriously and will be dealt with accordingly.

Definition

Harassment occurs when it is unwanted and/or repeated and/or detrimental to the wellbeing of the recipient. There are various types of bullying including:

- **Verbal Bullying:** Repeated mocking, name-calling, unwanted teasing, homophobic or racist remarks.
- **Physical Bullying:** Repeated hitting or kicking, taking or threatening to take possessions.
- **Social or Relationship Bullying:** Repeated exclusion, spreading rumours or gossiping, withholding friendship or using a relationship to force people to do something that they are uncomfortable with.
- **Cyber Bullying:** Threats, criticism, unkind comments or images sent by text, email or posted on social networking sites.

All reports of harassment or bullying are followed up firstly by our Deans. To resolve issues of this kind, our first step is for our Deans to seek to establish all relevant information from the parties involved. From there the Deans work with the parties involved to address the behaviour working within the Massey High School Pastoral framework. This process is supported by the wider Pastoral team.

If you or your child is experiencing bullying, we have a number of staff at Massey High School that can support. Please reach out to the below:

- Deans
- Student Support Services

Contact details are available on our school website:

<https://www.masseyhigh.school.nz/about/our-people/student-support-team>

Portable Music Devices/Cell phones

The Government has introduced regulations that require all state schools and kura to have student phone rules in use.

The regulations require that schools must ensure students do not use or access a phone while they are attending school, including during lunch time and breaks. This includes students who are on a school course or visit outside the school grounds during school hours.

International research indicates some key challenges with cell phones at school. A UNESCO report published in July identifies cell phones as being a major distraction for students as well as contributing to mental health decline and increasing exposure to cyber-bullying.

Our approach is “away for the day”, meaning cell phones either do not come with the student to school (recommended), or are switched off and placed in school bags during the full school day.

If a student does bring their cell phone to Massey High School, these must be switched off and kept in bags at all times, unless directed by a teacher for a learning activity.

It is important to note that if students do make the decision to bring a cell phone to the school grounds, they do so at their own risk. The school is not responsible for any loss or damage caused to any cell phone or accessory.

Cell phone accessories

Smart watches may be worn to tell the time, however if seen being used for things which cell phones would be used for, e.g. messaging or social media etc, students will need to remove them and place them in their bag in the first instance.

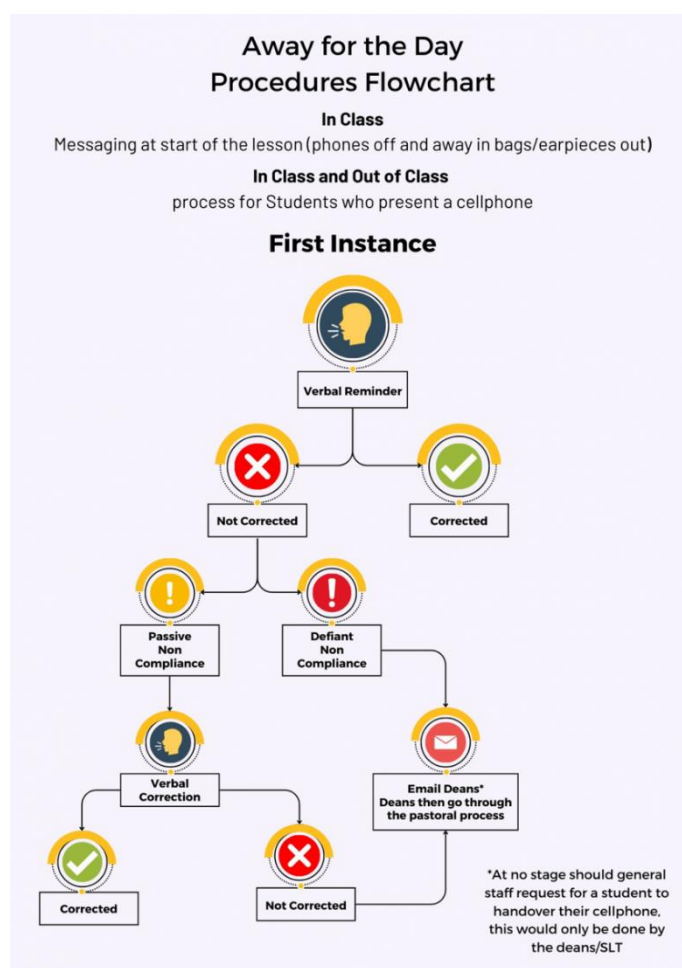
AirPods and headphones will not be allowed during school hours unless being used for a specific learning activity under direction of the teacher. They should be connected to the student's laptop and not their cell phone.

Cell Phones 'away for the day exceptions'

Schools must allow students to use or access a phone when:

- a phone is needed for health reasons (for example, to monitor insulin levels); or
- a phone is needed to help a student with a disability or learning support need (for example, to assist with impaired communication); or
- a teacher requires students to use phones for a specific educational task or purpose (for example, for a class assignment); or
- the Principal decides that they are needed for special circumstances.

If cell phones are used for a learning activity, this will be at the teacher's discretion following our in-class procedures and the phone's use will be supervised by a staff member.



Consequences

If cell phones or cell phone accessories are visible or being used during the class time without specific teacher instruction for a learning activity, the following procedures will apply:

1. First instance: The student will be reminded and told to put the cell phone or accessory away in their bag.
2. Second instance, or if the student refuses to put the cell phone or accessory away in their bag: The Dean may contact home and go through a pastoral process with the student based on the Massey High School behaviour Triangle.
3. Further instances. The Dean will contact home and go through a pastoral process with the student based on the Massey High School behaviour Triangle.

Please note, classroom teachers will not confiscate phones, instead instances where confiscation is required will be referred to Deans/SLT.

Frequently Asked Questions:

Below are some answers to the more frequently asked questions that have come from our students.

1. What if a parent/caregiver needs to contact their child during the school day?

We understand that some parents like their children to have a phone to communicate with them after school, so students will be able to use their cell phones after school. If a parent or caregiver needs to contact their child urgently during the day, they should call the office or contact their child via their school email address.

2. How can I check my timetable without my phone?

Students can check their timetable on their laptop by going to <https://masseyhigh.bridge.school.nz>)

This page should be bookmarked for easy access.

3. What if a student refuses to put their cell phone away in their bag when requested by a teacher?

Teachers will follow the below procedures – we rely on students to make the right choice in the first instance – keeping phones off and away in bags. Students will first be reminded to put their phones away. Should the cell phone be presented again, it may then become an issue more about the student's decision making/defiance than the phone itself.

4. Can I use my cell phone between classes or during break times?

The national education directive is that cell phones are not to be used during break times from Term 2 of 2024. Massey High School will be moving towards all cell phones in bags for the whole school day from this term.

5. Can I use my cell phone after 3:00pm on school property?

Yes.

6. When can I use my cell phone in class?

A teacher will need to state specifically that cell phones may be used for a learning activity before students can get their cell phone out of their bag. Using a cell phone during this time for an unpermitted activity will result in the teacher applying the consequences listed above.

7. Can I use my cell phone to take a picture or video in class?

The teacher will need to specifically state that cell phones can be used for recording. Photos and video are an important tool for recording project progress, capturing notes for study, producing creative work or other relevant learning tasks. Privacy of other students and staff must be respected and permission sought from them before capturing their image or voice.

8. Can I use my cell phone to listen to music?

No. There may be some exceptions to this under the direction of the teacher. Students should remove all headphones and earbuds when staff are addressing the class or there is group work occurring.

9. Can I connect my cell phone to the high school wifi?

Yes, students can connect their cell phone to the high school wifi using their same username and password as for their laptop. This is so students can use learning apps and upload work such as photos and videos to the google drive under the direction of their teacher. Social media and gaming sites are blocked on the high school wifi.

10. Can I use my cell phone for an education outside the classroom (EOTC) activities?

The same classroom rules around cell phone use apply to EOTC activities. EOTC activities provide fantastic opportunities for learning in new situations and for developing important social connections. Student cell phone use, particularly social media and gaming, diminish the ability of students to make the most of these activities. The teacher in charge of the EOTC activity should outline when and for what purpose cell phones can be used - if at all. Teachers will take into consideration health and safety, learning activities and the purpose of the trip when outlining appropriate cell phone use (if any) on EOTC activities.

11. Can I use my cell phone if my laptop battery dies, or I don't have my laptop with me?

No. Cell phones cannot be used for regular classroom activities such as writing on google docs or accessing the internet for research. If a student's laptop won't keep a charge for the day, the student should bring a charger to school.

12. Can I use my headphones to block out the noise of the class so I can concentrate on my work?

No. There are some learners whose learning support plan involves the use of headphones under the direction of the teacher.

13. Can I use my cellphone during Academic Mentoring time?

No.

14. What if my cell phone starts ringing in my bag during class?

Students are not allowed to answer their phones in class. Students should take the phone out and turn it off and place it back in their bag. Parents who need to contact their child during the school day need to either email their child or phone the school office.

15. Can I use my cell phone as a hotspot to my laptop?

No. Laptops should only be connected to the high school wifi when at school.

Student Profile

The Massey High Schools student profiles highlight the skills, experiences and achievements that will enable each year group to succeed at high school and beyond. In the Junior school, Years 9 and 10, students can work towards a Junior Diploma by collecting evidence of their progress in several key areas of the profile.



YEAR 9 Explorers

Skills

- Engaging with learning
- Learning to seek support
- Working cooperatively in groups
- Reading and following task instructions with support
- Developing competency in all forms of communication, including etiquette in emails and Teams chat
- Building on literacy and numeracy skills
- Developing organisational skills
- Learning time management skills
- Beginning to develop study and revision habits
- Developing basic digital literacy (Microsoft, Education Perfect, Teams)

Experiences

- Whakatau – Formal welcome to the school
- Sense of pride in completion of work
- Sense of belonging and community
- Experience of formal examinations
- Experience of academic success
- Involvement in house activities
- Involvement in extra-curricular activities
- Wide range of learning opportunities
- Learning of the school values
- EOTC involvement
- Learning about career options
- Introduction to Financial Education

Achievements

- PB4L certificate
- Completion of elements of the MHS Junior Diploma
- Attendance above the National target of 90%

Massey High School
Massey High School | Massey High School | Massey High School

SEA
Skills | Experiences | Achievements



YEAR 10 Explorers

Skills

- Knowing what support is available and accessing it confidently
- Independently reading and interpreting instructions
- Working effectively both in groups and independently
- Communicating clearly and effectively
- Being literate and numerate
- Managing time effectively with independence and ability to meet deadlines
- Having well-developed study and revision habits
- Using digital platforms confidently and appropriately

Experiences

- Sense of pride in completion of work
- Feeling of belonging and community
- Experience of appropriate conduct in formal exam settings
- Experience of academic success
- Involvement in house activities
- Involvement in extra-curricular activities
- Wide range of learning experiences
- Demonstration of the school values
- EOTC involvement
- Exploration of career options, pathways, and links to subject areas
- Exploration of Financial Education

Achievements

- PB4L certificate
- Literacy/Numeracy CAAs
- Completion of the MHS Junior Diploma
- Attendance above the National target of 90%

Massey High School
Massey High School | Massey High School | Massey High School

SEA
Skills | Experiences | Achievements



YEAR 11 Navigators

Skills

- Using knowledge in appropriate contexts
- Reading, interpreting, and responding to assessment schedules and mark schemes
- Communicating confidently
- Being organised
- Managing time productively to meet deadlines
- Using and applying revision techniques
- Using a range of digital platforms confidently and appropriately

Experiences

- Sense of pride in work completion
- Feeling of belonging and community
- Experience of academic success
- Involvement in house activities
- Involvement in extra-curricular activities
- Wide range of learning opportunities
- Modelling of the school values
- EOTC participation
- Refining of career pathways
- Financial awareness
- Sitting of formal examinations

Achievements

- Successful completion of Literacy / Numeracy CAAs
- Gaining Year 11 qualification
- Attendance above the National target of 90%

Massey High School
Massey High School | Massey High School | Massey High School

SEA
Skills | Experiences | Achievements



YEAR 12 & 13 Navigators

Skills

- Applying knowledge appropriately
- Advocating for self and peers
- Following instructions appropriately
- Effectively communicating to a range of audiences
- Being organised – actively planning, organising others
- Managing time effectively
- Using revision techniques competently
- Being digitally confident
- Being financially capable
- Being an autonomous learner

Experiences

- Sense of pride in work completion
- Feeling of belonging and community
- Experience of academic success
- Leadership in house activities
- Extra-curricular commitment and leadership
- Embodying the school values
- EOTC
- Familiarity and confidence in formal settings

Achievements

- UE Literacy
- Career Ready
- Gaining Year 12 qualification, also Year 13 qualification and UE if applicable
- Attendance above the National target of 90%

Massey High School
Massey High School | Massey High School | Massey High School

SEA
Skills | Experiences | Achievements

Communication

There are multiple forms of communication at Massey High School. You can expect to see:

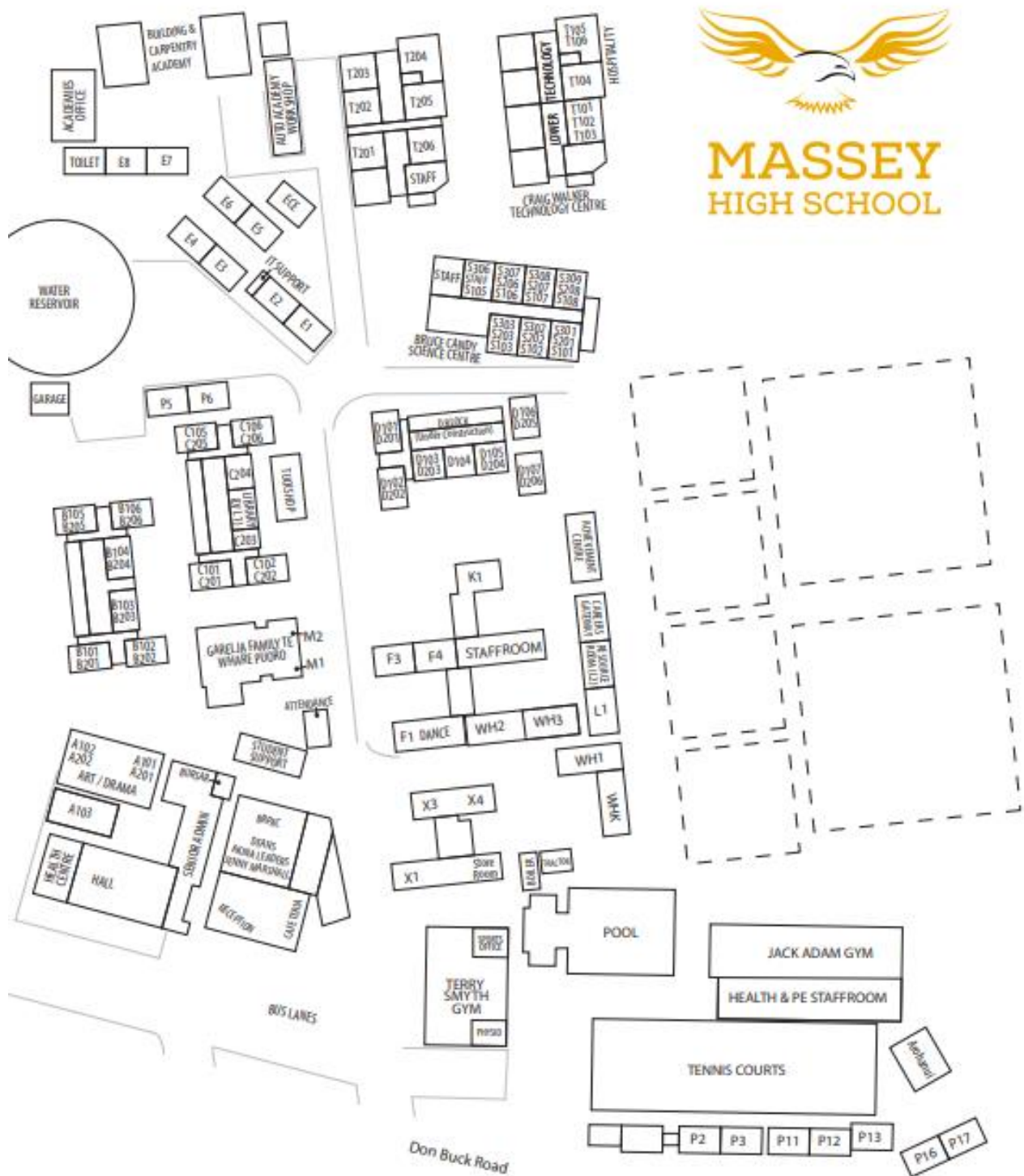
- School newsletters
- Emails
- Reports (see [Reporting](#))
- Social Media posts
- SchoolBridge (School App)
- Phone calls

We encourage you to get in touch with your child's subject teachers. Email addresses will be on the students fortnightly Positive Behaviour for Learning (PB4L) reports, and also on our school website:

<https://www.masseyhigh.school.nz/about/our-people/teaching-staff2>



Map



The First Few Weeks – 2027 dates tbc

New Students to MHS

INDUCTION DAY

The first day for our Year 9 students is focused on meeting classmates, teachers, and staff. Students will meet their Academic Mentor (who will remain with them from Year 9 to Year 13), key staff, and their Academic Leader Mrs van der Kraaij who students will likely recognise from school visits.



The first day for our Year 10, 11, 12 and 13 new students is focused on learning about Massey High School and the way we do things. They will also meet their Academic Leaders.

- Year 10: Mr Wheeler
- Year 11: Mrs Brodie
- Year 12: Ms Cork
- Year 13: Mr Onslow-Osborne

It is important that our students begin to develop a sense of belonging, so Whanaungatanga takes centre stage on the day. The programme for the day (detailed below) is designed to welcome students to the school with a pōwhiri and to let new students familiarise themselves with the layout of the school, some of our important routines. All of this takes place on a day dedicated to our new students.

FIRST DAY

Monday 2 February 2026

DAY EVENTS

- **8.40am** - Students arrive at school and check their Academic Mentoring class allocation listed on the signs that will be placed on the Bruce Ritchie Performing Arts Centre windows. Once they have confirmed their class they should make their way to the courts next to the Jack Adam Gym.
- **9.00am** - Pōwhiri Ceremony (parents/caregivers, Whānau are welcome to attend)
- **3.10pm** - Students released from school

WHAT TO BRING

Pens, Snacks, Refreshments, Lunch.
The tuckshop will be open.

Buses will be running, please see the relevant page in this handbook for more information.

Year 9 Students will return on Tuesday 3 February from 8:50am to 3:10pm for the Massey Way Day, a full day induction programme that introduces our students to the essential information they need at Massey. Full timetabled classes will start on Wednesday 4 February 2026.

New Years 10 to 13 students will attend Monday 2 February, then will join full timetabled classes on Wednesday 4 February 2026.

Tuakana Teina

“Mā te tuakana ka tōtika te teina, mā te teina ka tōtika te tuakana.”

“It is through the older sibling that the younger one learns the right way to do things, and it is through the younger sibling that the older one learns to be tolerant.”

Tuakana-teina is an approach from Te Ao Māori – the Māori world. It refers to the relationship between an older person (tuakana) and a younger person (teina). The meaning is *older sibling, younger sibling* – where siblings learn from each other. This year we introduced a programme where senior students in Year 12 and 13 support their younger peers in Year 9 and 10 to manage day-to-day challenges such as homework or friendships. It improves understanding and communication between students and builds friendships, well-being and social wellness. The Tuakana meet their classes every Thursday during Academic Mentoring.

Academic Mentoring

From 2026 Academic Mentoring has replaced the traditional “Tutor/Form time”. The fundamental purpose is to support students on their Academic journey through High School.

The Year 9 and 10 Programmes consists of 2 x 20 minute plus 1 x 60 minute session per 6-day cycle. During these times the primary foci are:

- Whakawhanaungatanga
- The 5 Ps: Prepared, Punctual, Professional, Productive, Participating
- How to use the Library
- Where do I: SchoolBridge, Teams, MyKindo
- Office365
- Assessment Preparation – Study skills, exam techniques
- Careers
- Introduction to Financial Education
- Time Management
- Other areas that fit within the MHS Student Profile

The Year 11 and 12 Programme consists of 2 x 20 minute session per 6-day cycle. Year 11 and 12 classes have 2 Academic Mentors assigned. During these times the primary foci are:

- Whakawhanaungatanga
- NCEA Progress Mentoring
- Careers
- Other areas that fit within the MHS Student Profile

The Year 13 Programme consists of 2 x 20 minute session per 6-day cycle. Year 13 classes have 1 Academic Mentors assigned with the majority of students receiving further Academic Mentoring through their Next Steps classes. The foci of these sessions is the same as Year 11 and 12.

The School Day

See below for the 2026 School Timetable. Parents and Caregivers can view their child's timetable via the Parent Portal.

	Monday	Tuesday	Wednesday	Thursday	Friday
Staff Meeting	8.25am - 8.40am	8.25am - 8.40am	8.25am - 9.00am	8.25am - 8.40am	8.25am - 8.40am
Period 1	8.50am - 9.45am	8.50am - 9.55am	9.05am - 10.00am	8.50am - 9.45am	8.50am - 9.45am
Period 2	9.50am - 10.45am	10.00am - 11.00am	10.05am - 11.00am	9.50am - 10.45am	9.50am - 10.45am
Interval	10.45am - 11.15am	11.00am - 11.30am	11.00am - 11.30am	10.45am - 11.15am	11.00am - 11.30am
Period 3	11.20am - 12.15pm	11.35am - 12.35pm	11.35am - 12.35pm	11.20am - 12.15pm	11.35am - 12.35pm
Academic Mentoring	12.20 - 12.40pm			12.20 - 12.40pm	
Period 4	12.45pm - 1.40pm	12.40pm - 1.40pm	12.4 pm - 1.40pm	12.45pm - 1.40pm	12.40pm - 1.40pm
Lunch	1.40pm - 2.10pm	1.40pm - 2.10pm	1.40pm - 2.10pm	1.40pm - 2.10pm	1.40pm - 2.10pm
Period 5	2.15pm - 3.10pm	2.15pm - 3.10pm	2.15pm - 3.10pm	2.15pm - 3.10pm	2.15pm - 3.10pm

In School Lunches

We are a part of the government initiative that delivers free lunches every day, to every student. Dietary and cultural requirements are catered for.

ID Cards

All students will be photographed on the dates provided below for ID cards and for the school's records.

Although ID cards are not compulsory, students may require them for discounted fares on buses and trains or concessions at movies. ID cards cost \$6.00 and students can order and pay via [myKindo](#).

Year 9 students receive their **first** card for free any additional/replacement cards will require payment of \$6.00.

- Year 9 and New Students to MHS - 2 February 2026
- Year 10 returning students - 3 February 2026
- Year 11 returning students - 30 January 2026
- Year 12 returning students - 30 January 2026
- Year 13 returning students - 2 February 2026

Annual Events

We hold a range of events throughout the year.

Whole School:

- Tabloids – Term 1
- Year 9 and new students Whānau evening – Term 1
- Swimming Sports – Term 1
- Polyfest – Term 1
- Fiafia Night – Term 1
- School Production / Show case – Term 2/3
- Sports Prizegiving – Term 4
- Po Tuku Taonga – Term 4
- Pasifika Awards Night – Term 4

Year 9s:

- House Days in Term 1
- Junior Activity Week at the end of the year
- Year 9 Prizegiving

Year 10

- Junior Activity Week at the end of the year
- Year 10 Prizegiving

Year 11

- Careers Days
- Year 11 Prizegiving

Year 12

- Careers Days
- RYDA (Road Safety Education) - <https://rse.org.nz/about-ryda/>
- Senior Prizegiving

Year 13

- Careers Days
- Senior Prizegiving
- Year 13 Leaves Lunch
- Graduation

Co-Curricular Activities

There are a wide range of activities available to students. See the webpage [here](#) to explore what's on offer!

The list includes:

- Cultural Groups
- Clubs and Activities
- Music Groups
- Sports Groups
- ...

SharePoint

EC Extracurricular and Co-curricular Options Home



Get Involved!

On this page you will find information about all the different fun and exciting Extracurricular and Co-curricular activities that we offer here at Massey High School. On most activities you will be able to express your interest in the group or club so that when activities start up the people in charge can let you know more details about when and where to go. Enjoy browsing what we have to offer, and get involved!

Cultural Groups

 Fijian Group

 Indian Group

 Kapa Haka

 Korean Group

 Samoan Group

 Tongan Group

 Tuvaluan Group

Clubs and Activities

Homework Centre

MASSEY HIGH SCHOOL

LEARNING HUB

2026

Catch up on assignments, get ahead on your study,
and meet your checkpoints on time!



TUES, WED, THURS

3:15pm-4:15pm

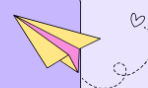


IN THE LIBRARY

C Block, MHS



**SNACKS & TEACHER SUPPORT
PROVIDED**



Curriculum and Assessment

Massey High School offers a wide Curriculum that is tailored to the needs of our students using the New Zealand Curriculum and Te Marautanga o Aotearoa as our framework.

The New Zealand Curriculum

Te Mātaiaho



We offer Summit classes for gifted students, literacy programmes, classes in English as a second language, and specially tailored study programmes for students with physical or learning disabilities. The Sports Performance and Development Programme is again offered at all levels including Year 9 in 2027, aimed at assisting elite sport performers in reaching their potential in both sporting and academic pursuits.

In Year 11, 12 and 13, our students work towards gaining their National Certificates of Education Achievement (NCEA) at Levels 1, 2 and 3. For some students there are also further extension opportunities available in New Zealand Scholarship. Massey High School are also the lead provider of AWWA, Auckland West Vocational Academy.



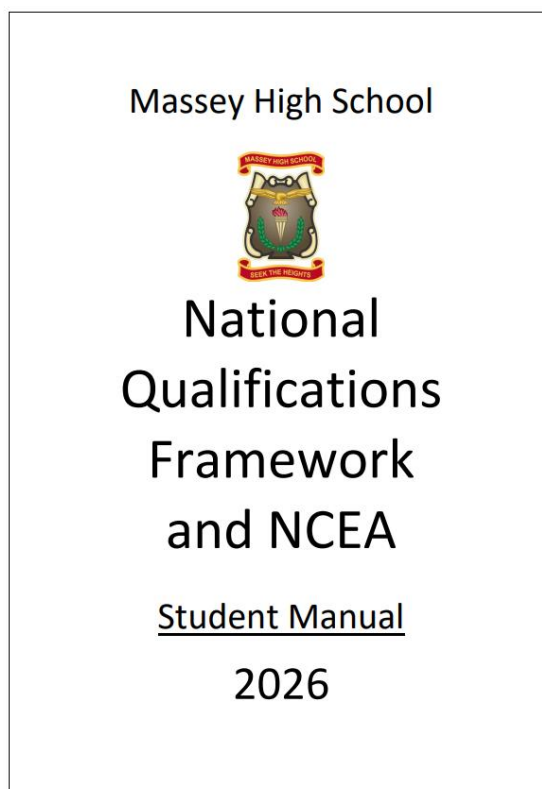
Mana Tohu Mātauranga o Aotearoa
New Zealand Qualifications Authority

Please see our website for more details on what is available: <https://www.masseyhigh.school.nz/curriculum>

NCEA

At Massey High School our students' journey towards gaining NCEA starts for most in Year 10 and for some SUMMIT students in Year 9. It is important to be aware of the qualifications.

Please click here for the [MHS NCEA Student Manual](#).



Reporting

We provide regular, easy-to-understand reports throughout the year so parents can stay informed about their child's:

- Attendance
- Positive Behaviours for Learning
- Academic Progress

Our reporting includes:

Weekly Attendance Updates

Each week, parents receive an attendance report showing:

- Periods your child was present
- Any periods with justified absences (explained)
- Any periods with unjustified absences

This gives an up-to-date picture of your child's attendance across all classes.

Fortnightly PB4L (Positive Behaviour for Learning) Reports

Every two weeks, parents receive a Massey Way PB4L report showing:

- Feedback on your child's learning behaviours in each subject using a 1-5 scoring scale.
- A summary of each class's attendance over the fortnight

These reports highlight how well your child is engaging in learning and contributing positively in class.

Start of Year Information

At the beginning of the year, parents are provided with a full assessment schedule:

- Years 9–10: Topic tests and school exams, including dates
- Years 11–13: NCEA internal and external assessments, including due dates

This helps families plan ahead and understand key academic milestones.

End of Term Reports

At the end of each term, a summary report is provided for every subject, including:

- PB4L (learning behaviour) scores
- Attendance information
- Assessment results completed that term
- An overall progress descriptor explaining how your child is progressing

These reports give a clear snapshot of achievement and next steps.

End of Year Report

At the end of the year, parents receive a comprehensive summary covering:

- Overall attendance and engagement
- Final assessment results
- PB4L scores across subjects
- A final progress descriptor for each subject

This report reflects your child's progress and achievement across the full year.

Who's Who and What do they do?

At Massey High School we have a huge team of staff members who are here to support the students.

<https://www.masseyhigh.school.nz/about/our-people>

- [Senior Leadership Team](#)
- [Student Support Team including Deans, Academic Leaders, Director of Māori Achievement, Direct of Pasifika Achievement, Guidance Team, Learning Support](#)
- [Heads of Faculty](#)
- [Teaching Staff](#)
- [Health Centre Nurses](#)
- [Physio](#)
- [School Support Team](#)
- [Student Leaders](#)

The Massey High School Careers department is located in the careers office (between music and guidance) and are open 8.45 am - 3.10 pm five days a week (outside these hours by appointment). We are also open every interval and lunchtime. Telephone (09)8310500 extension 533.



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What services do we provide?

Careers programmes at all levels

Year 9	Year 9 Careers program
Year 10	Year 10 Careers program
Year 11	Careers day (3 hours presentation in the BRPAC) – passions/talents/ideals, MB Simpsons personality profile, jobs by interest etc.
Year 12	West Careers expo visit, interview/chat with a Careers Adviser plus ongoing support (by appointment)
Year 13	Interview/chat with a Careers Adviser for all Year 13s plus ongoing support

Other programmes/activities

- Careers Expo Visits – Year 12/13
- Seminar programme – weekly seminars on different topics – Year 13
- Māori and Pasifika initiatives and careers days – all levels
- A range of experience day visits - Year 10 University visit, Airforce base visit etc

Other services offered

- Information on courses/entry criteria for all tertiary institutions
- Application information re tertiary study
- Scholarship information (money available for tertiary study)
- Student allowance/loan/fees free information
- Youth guarantee information and courses available
- Computer programmes and diagnostic tests to help students decide what careers are appropriate for them: Career Central, Tahatū website etc
- CV service
- Job interview information and mock interview appointments available
- Careers Facebook page (Careers at Massey High School), CareerWise <https://masseyhigh.careerwise.school/> and Careers teams channels to spread careers information schoolwide.

How do students make an appointment?

Email or call in at the careers office and make an appointment directly with a Careers Adviser, message on teams or turn up in an interval or lunchtime when appointments are not required.

Careers Staff:

Robyn Bear – HOD/Careers Adviser
Stephanie Hargraves – Careers Assistant

rbear@masseyhigh.school.nz
shargraves@masseyhigh.school.nz

Policies and Procedures

Our school has been working with SchoolDocs to create a website for our policies and procedures. We are excited to announce that the site is now live and available to our school community.

The school works on a subscription basis with SchoolDocs to maintain, update, and review our policies. SchoolDocs provides us with a comprehensive core set of policies, which have been well researched and align with the National Education and Learning Priorities. The policies and procedures are tailored to our school, and the school supplies specific information such as our charter, and procedures for behaviour management, reporting to parents, etc.

SchoolDocs updates, modifies, or creates policies in response to changes in legislation or Ministry guidelines, significant events, reviews/requests from schools, and regular reviewing from the SchoolDocs team. Our school board has the opportunity to view changes/additions and comment on them before they are implemented. We will advise you when policies are up for review and how you can take part in the review.

We invite you to visit the site [here](#).

Our username is "masseyhigh" and password "seektheheights".



Stationery

Year 9

Stationery will need to be purchased prior to your child starting school. We would like to encourage parents to shop at Warehouse Stationery either via the website or in store at Northwest or Lincoln Road. If you purchase from Warehouse Stationery, the company supports the school by making generous gifts of vouchers available for prize giving. However, you can purchase from the retailer of your choice.

Should you choose to shop elsewhere for your stationery, the requirements are listed below.

BASIC STATIONERY REQUIREMENTS

Basic stationery requirements for all students are:

- Blue, Black, Red and Green Pens (1 of each)
- HB Pencils
- Erasers
- Highlighters
- Pencil Case
- Pencil Sharpener
- 30cm Ruler
- Coloured Pencils
- Glue Stick
- Calculator (Casio Scientific)
- Protractor (180 degrees)

For some subjects, workbooks will be required, and these will be given out in class. Additional requirements for each subject are listed below. Subjects highlighted are compulsory for every student.

Confirmed courses for 2027 will be available via the Kamar portal from Monday 18th January.

Code	SUBJECT	REQUIREMENTS	SUPPLIED BY SCHOOL
9ART	Art	2B Pencil	Paint, paper, colour pencils, Art wallet and brushes
9DAN	Dance	BYOD if possible.	Handouts.
9DRA	Drama	BYOD, 2B Pencil	Scripts
9ENG	English	BYOD, 2 x 1B5, Blue Pen, Black Pen, headphones	
9ENGL	English Language (ESOL)		Stationery and Workbook
9FRE	French	2B5	Workbook
9HPE	Health & Physical Education	BYOD, shorts & T Shirt – compulsory – purchase from SAS uniform shop.	Workbook
9JAP	Japanese	2B5	Workbook
9LEA	Leadership	1 x 2B5	
9MAT	Mathematics	2x 1J5	Workbook
9MUA	Advanced Music	BYOD if possible, 1B5	Theory Workbook
9MUS	Music	BYOD if possible, 1B5	Theory Workbook
9SCI	Science	1x 1B5	Workbook
9SOC	Social Studies	1 x 1B5	Knowledge Book
9SPA	Spanish	2B5	Workbook
9SPD	Sports Academy	BYOD, Training Shorts & T Shirt	Workbook
9TECC	Computer Science/Digital Technology	Plug in Headphones (not bluetooth unless students using their own device)	
9TECF	Food Technology	BYOD, 1B5 notebook, food storage container 1.0 - 1.2L	
9TECR	Resistant Materials Technology		Worksheets
9TECS	Fabric Technology	BYOD, 2B Pencils	
9TRM	Te Reo Māori	2x2B5	
9PAN	Pāngarau	2 x 1J8	
9TRA	Te Reo Māori Advanced	2 x 2B8	
9TIK	Tikanga-ā-iwi	2 x 2B8	

Year 10

Stationery will need to be purchased prior to your child starting school. We would like to encourage parents to shop at Warehouse Stationery either via the website or in store at Northwest or Lincoln Road. If you purchase from Warehouse Stationery, the company supports the school by making generous gifts of vouchers available for prize giving. However, you can purchase from the retailer of your choice.

Should you choose to shop elsewhere for your stationery, the requirements are listed below.

BASIC STATIONERY REQUIREMENTS

Basic stationery requirements for all students are:

- Blue, Black, Red and Green Pens (1 of each)
- HB Pencils
- Erasers
- Highlighters
- Pencil Case
- Pencil Sharpener
- 30cm Ruler
- Coloured Pencils
- Glue Stick
- Calculator (Casio Scientific)
- Protractor (180 degrees)

For some subjects, workbooks will be required, and these will be given out in class. Additional requirements for each subject are listed below. Subjects highlighted are compulsory for every student.

Confirmed courses for 2027 will be available via the Kamar portal from Monday 18th January.

CODE	SUBJECT	REQUIREMENTS	SUPPLIED BY SCHOOL
10ADP	Art Design & Digital Photography		Materials & Printing Credit
10ARA	Advanced Art	2 x 2B pencils	Paint, paper, colour pencils, Art wallet and brushes
10ART	Art	2 x 2B pencils	Paint, paper, colour pencils, Art wallet and brushes
10COM	Business	1 x 1B5	Workbooks
10TECC	Computing - Digital Technology	Plug in Headphones (not bluetooth unless students using their own device)	
10DAN	Dance	BYOD if possible	Handouts
10DRA	Drama	BYOD, 2B Pencil	Scripts
10DVC	Design & Visual Communication (Graphics)	BYOD, 2x HB pencils, 2x 2B pencils, 1x 2H pencil, 0.4 fine liner, eraser, sharpener. Alternatively, stationary kit available to purchase at school \$5 which includes the listed.	Drawing and crafting equipment
10ENG	English	BYOD, headphones	
10FAB	Fabric Technology	BYOD, 2B Pencils	
10FRE	French	2B5	Workbook
10HPE	Health/PE	BYOD, Shorts & T Shirt – compulsory – purchase from SAS uniform shop	Workbook
10JAP	Japanese	2B5	Workbook
10LEA	Leadership	2B5	
10TRA	Advanced Te Reo Māori	2 x 2B8	Workbook
10TRM	Te Reo Māori	2 x 2B5	Workbook
10MAT	Mathematics	2 x 1J5	Workbook
10MED	Media	BYOD if possible, USB (4GB)	SD Card
10MUA	Advanced Music	1B5, BYOD if possible.	Workbook
10MUS	Beginner Music	1B5, BYOD if possible.	Workbook
10RMT	Resistant Materials Technology		Workbook

10SCI	Science	2 x 1B5	Workbooks
10SOC	Social Studies	1 x 1B5	Workbook
10SPA	Spanish	2B5	Workbook
10SPD	Sports Academy	BYOD, Training Shorts & T Shirt	Workbook
10TFO	Food Technology	BYOD, 1B5 notebook, Food storage container 1.0 - 1.2L	
10PAN	Pāngarau	2 x 1J8	
10TIK	Tikanga a iwi	2 x 2B8	

Level 1

Stationery will need to be purchased prior to your child starting school. For some subjects, workbooks will be required, and these will be given out in class.

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BASIC STATIONERY REQUIREMENTS

Basic stationery requirements for all students are:

- Blue, Black, Red and Green Pens (1 of each)
- HB Pencils
- Eraser
- Highlighters
- Pencil Case
- Pencil Sharpener
- 30cm Ruler
- Coloured Pencils
- Glue Stick

Confirmed courses for 2027 will be available via the Kamar portal from Monday 18th January.

CODE	SUBJECT	REQUIREMENTS	SUPPLIED BY SCHOOL
ACDB1	Building Pre-Academy		
ACDE1	Engineering Pre-Academy		
ACDH1	Cookery Skills, Hospitality Pre-Academy		
ADP1	Art Design & Photography		
ART1	Art	A4 Visual Art Diary, A3 Art Case, 2 x 2B pencils	Paint, paper, colour pencils and brushes
COM1	Commerce	BYOD Device, 2B5, ringbinder, refill, calculator	
TCCOM1	Computer Science	Plug in Headphones (not bluetooth unless students using their own device)	
DAN1	Dance	BYOD, 1B5	
DRA1	Drama	1 x A4 clearfile, BYOD, 2B Pencil	
TCDTI1	Digital Technology Information	Plug in Headphones (not bluetooth unless students using their own device)	
DVC1	Design and Visual Communication	2x 2B pencils, 1x 2H pencil, 0.4 fine liner, device (laptop). Optional stationary kit available to purchase at school \$15 which includes the listed and additional specialist equipment.	
ENG1	English	BYOD, 2 x 1B5	
ENGL1	English Language		
FRE1	French	2B5, 20 page clearfile	
GEO1	Geography	BYOD if possible, 2B8 (Not 2B5), calculator	
HEA1	Health	BYOD, 1 x 2B6	
HIS1	History	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
JAP1	Japanese	2B5, 20 leaf clearfile	
TRM1	Te Reo Māori	BYoD (if possible), alternatively 2x2B8	
MAT1	Mathematics	Casio Scientific calculator or Graphics calculator, 2 x 1J5	
MED1	Media Studies	BYOD if possible, USB (4gb)	
MUS1	Music	BYOD is possible	
PED1	Physical Education	BYOD, 1x 2B6	

MPTR1	Materials and Processing Technology Resistant Materials		
SCI1	Science	2 x 1B5, Scientific calculator, Scissors.	
SCIAV1	Science Advanced	2 x 1B5	
SPA1	Spanish	2B5, 20 page clearfile	
SPD1	Sports Development Programme	BYOD, 1x 2B6, Training Shorts & T Shirt	
MPTF1	Materials and Processing Technology Food	BYOD, 1x 1B5, reusable food container 1:0 - 1.2L	
MPTS1	Materials and Processing Technology Soft Materials	BYOD 2B pencils	
TOH1	Te Ao Haka	BYoD, alternatively 2x2B5	
TOI1	Toi Ataata	1x A3 sketch book	

Level 2

Stationery will need to be purchased prior to your child starting school. For some subjects, workbooks will be required, and these will be given out in class.

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BASIC STATIONERY REQUIREMENTS

Basic stationery requirements for all students are:

- Blue, Black, Red and Green Pens (1 of each)
- HB Pencils
- Eraser
- Highlighters
- Pencil Case
- Pencil Sharpener
- 30cm Ruler
- Coloured Pencils
- Glue Stick
- Confirmed courses for 2027 will be available via the Kamar portal from Monday 18th January.

CODE	SUBJECT	REQUIREMENTS	SUPPLIED BY SCHOOL
ACDAU2	Automotive Academy		
ACC2	Accounting Level 2	Calculator, 2B5 ringbinder, refill, 1 x 2B5	
ACDCPT	Carpentry Academy		
ACDCPG	Girls in Carpentry		
ACDEC2	Early Childhood Academy Level 2	2x 1B5, 6 x plastic L pockets	
ACDTP2	Tourism Plus Academy Level 2		
ADE2	Art Design	A2 Visual Diary, set of black fineliners, markers or colour pencils.	
APH2	Art Photography		
ART2	Art	A3 visual diary, selection of brushes, 2 x 4B pencils, acrylic paints	
BIO2	Biology	1B5 or refill or laptop for note keeping	
BUS2	Business Level 2	BYOD, Calculator, 2B5 ringbinder, refill, 1 x 2B5	
CHE2	Chemistry	1B5 or refill or laptop for note keeping	
CLS2	Classical Studies	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
TCCOM2	Computer Science	Plug in Headphones (not bluetooth unless students using their own device)	
DAN2	Dance	BYOD, 1B5	
DRA2	Drama	A4 clearfile, BYOD, 2B Pencil	
TCDTI2	Digital Technology Information	Plug in Headphones (not bluetooth unless students using their own device)	
DVC2	Design and Visual Communication	2x 2B pencils, 1x 2H pencil, 0.4 fine liner, device (laptop). Optional stationary kit available to purchase at school \$15 which includes the listed and additional specialist equipment.	
ESS 2	Earth and Space Science	1B5 or refill or laptop for note keeping	
ENG2	English Level 2	BYOD, 2 x 1B5	
ENGL2	English Language		
TMF2	Fabric Technology	BYOD 2B pencils	
GEO2	Geography	BYOD, 2B8 (Not 2B5), calculator	
HEA2	Health	BYOD, 1 x 2B6	

HIS2	History	BYOD if possible, Refill or 2 x 1B5 or 2B5 exercise book.	
JAP2	Japanese Level 2		
ACHOS2	Hospitality Academy 2 Periods	40 Page Clearfile	
MCA2	Mathematics with Calculus	Casio Graphics Calculator, 1J5	
MST2	Mathematics with Statistics	Casio Graphics Calculator, 1J5	
MED2	Media	BYoD if possible, USB Stick	
MUS2	Music	BYOD if possible.	
PED2	Physical Education	BYOD, 1 x 2B6 (not 2B5)	
PHY2	Physics	1B5, Scientific Calculator	
SCI2	Science	2 x 2B8, 14B8 refill	
SPD2	Sports Academy	BYOD, 1 x 2B6, Training Shorts & T Shirt	
SPO2	Sports and Outdoors	BYOD, 1 x 2B6	
TRM2	Te Reo Māori	BYOD (if possible), alternatively 2x2B8	
TOH2	Te Ao Haka	BYoD, alternatively 2x2B8	
TOI2	Toi Ataata	1x A3 sketch book	
TFO2	Food Technology	Laptop, 1B5 booklet, food storage container 1.0 - 1.2L	
AHI2	Art History	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
G8WAY	Gateway		

Level 3

Stationery will need to be purchased prior to your child starting school. For some subjects, workbooks will be required, and these will be given out in class.

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BASIC STATIONERY REQUIREMENTS

Basic stationery requirements for all students are:

- Blue, Black, Red and Green Pens (1 of each)
- HB Pencils
- Eraser
- Highlighters
- Pencil Case
- Pencil Sharpener
- 30cm Ruler
- Coloured Pencils
- Glue Stick

Confirmed courses for 2026 will be available via the Kamar portal from Monday, 19 January.

CODE	SUBJECT	REQUIREMENTS	SUPPLIED BY SCHOOL
ACAUT3	Automotive Academy	Normal writing equipment	
ACCUE	Accounting	Calculator (any kind), ringbinder, refill, 1 x 2B5	
ACDBUI	Building Academy	Normal writing equipment	
ACDECE ACDEC3	Early Childhood Academy Extension Early Childhood Academy	2x 1B5, plastic L pockets x 6	
ACDTP3	Tourism Plus Academy		
ACHOSF	Full Time Hospitality Academy (Full time)		
ADEUE	Art Design	A3 Visual Diary, set of black fineliners, markers or colour pencils.	
AHIUE	Art History	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
APAUE	Painting	A3 Visual Diary, A3 Art Case, Acrylic Paint Set	
APHUE	Art Photography		
BIOUE	Biology	1B5 or refill or laptop for note keeping	
BUSUE	Business Studies	2B5, calculator (any kind), A4 ringbinder, 14B8 refill, 15Z8 dividers	
CHEUE	Chemistry	1B5 or refill or laptop for note keeping	
CHIUE	Chinese (Te Kura)		
CLSUE	Classical Studies	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
DANUE	Dance	BYOD, 1B5	
DRAUE	Drama	A4 clearfile, BYOD, 2B Pencil	
DTIUE	Digital Technology	Plug in Headphones (not bluetooth unless students using their own device)	
DVCUE	Design and Visual Communication (Graphics)	2x 2B pencils, 1x 2H pencil, 0.4 fine liner, device (laptop). Optional stationary kit available to purchase at school \$15 which includes the listed and additional specialist equipment.	
ENGL3	English Language		
ENGUE	English	BYOD, 2 x 1B5	
FREUE	French (Te Kura)		
G8WAY	Gateway		
GEOUE	Geography	BYOD if possible, 2B8, calculator	
HEAUE	Health	BYOD, 2 x 2B5	

HISUE	History	BYOD, Refill or 2 x 1B5 or 2B5 exercise book.	
JAPUE	Japanese (Te Kura)		
MATUE	Mathematics	Graphics calculator, 2 x 1J5	
MCAUE	Mathematics with Calculus	2 x 1J5, 1 x Casio Graphics Calculator, Normal writing equipment	
MEDUE	Media	USB memory stick, BYOD if possible	
MSTUE	Mathematics with Statistics	Graphics calculator, 2 x 1J5	
MUSUE	Music	BYOD if possible.	
NXTSTP	Next Steps		
PEDUE	Physical Education	BYOD, 1 x 2B6	
PHYUE	Physics	1B5, Scientific Calculator	
SAMUE	Samoan (Te Kura)	2B5 BYOD, 1 x 2B6, Training Shorts & T Shirt Plug in Headphones (not bluetooth unless students using their own device) BYOD 2B pencils BYoD, alternatively 2x2B5 1x A3 sketch book	
SCIUE	Science		
SPAUE	Spanish (Te Kura)		
SPDUE	Sports Development		
TCCOUE	Computer Science		
TMFUE	Fabric Technology		
TOHUE	Te Ao Haka UE		
TOI3	Toi Ataata		
TOU3	Tourism		
TRMUE	Te Reo Māori	BYOD if possible, 2x 2B8	