



# Preschool Handbook

2021



SAMUEL  
MARSDEN  
COLLEGIATE SCHOOL

# Contents

Letter from the Head of Preschool – Helen McConnell	3	Medication and Immunisation	9
<b>Marsden Preschool Philosophy</b>	<b>4</b>	COVID-19	9
<hr/>		Outings	9
<b>The curriculum</b>	<b>6</b>	What links does Preschool have with the Primary School?	10
<hr/>		Chapel and Assembly	10
What will my child learn?	6	PE	10
What can I do as a Parent?	6	Library Visits	10
Support your child	6	Languages	10
Literacy	6	Music	10
Volunteers	7	Buddy Reading	10
Parent Co-ordinators	7	Athletic Sports day, Cross Country event	10
How will I know how my child is progressing?	7	Photos	10
What if I have a concern?	7	Transition to School	10
Absences	7	Policies	11
<b>Practical Information</b>	<b>8</b>	Birthdays and Celebrations	11
<hr/>		Parking	11
Your child's first day	8	Telephone Numbers	11
What your child will need	8	Staff	11
What will your child eat at Preschool?	8	Communications at Marsden	12
What happens during the day?	8	Campus map	13
Address Lists	9		
Emergency Procedures	9		



Dear Parents and Whānau

*I wish you, your child and wider whānau a warm welcome to Marsden Preschool.*

Marsden Preschool provides an environment for optimal learning and teaching. We promote attitudes and values that will prepare our tamariki to lead happy, stimulating, useful and fulfilled lives.

We encourage a genuine desire to learn in all our students and challenge them all to reach their potential. This is a theme that recurs in educational dialogue the world over and it is what is foremost in our minds at Marsden.

We promote individual excellence as well as a team spirit, within a whānau atmosphere.

You will find in this booklet an outline of the Preschool's values, goals and organisation. It highlights relevant aspects of the curriculum and also provides general information that you will require.

We look forward to working with you to make sure your child's time at Marsden Preschool is a fun and fulfilling one. If you have any questions please come and talk to me or send me an email.

Warm regards

**Helen McConnell**

Head of Preschool

P: (04) 476 8792 Ext 840

E: [helen.mcconnell@marsden.school.nz](mailto:helen.mcconnell@marsden.school.nz)

Marsden School's vision:

**Manu Rere Ao** > *The bird that flies the world*

Achieving this vision involves laying the foundation for lives of meaning, accomplishment and genuine happiness.

Our values:

**Hiranga**  
*Excellence*

**Manahau**  
*Resilience*

**Auahatanga**  
*Creativity*

**Oha**  
*Service*

Our students are supported to make the most progress possible from their starting point. Being and doing their best is how we define excellence and what it takes to uphold our motto *Ad Summa – Aim for the Highest*.



# > Marsden Preschool Philosophy

## 2021



### Marsden Preschool whānau

Our Preschool tamariki, parents, caregivers and wider whānau, teachers, the wider Marsden and students' local communities make up our Preschool whānau. Our tamariki bring a wealth of knowledge, experience, values and beliefs from their homes and communities; parents and whānau have different aspirations and expectations for them.



### Hauora – Wellbeing

The Marsden Preschool whānau believes that our children's health and wellbeing is paramount. We will ensure they feel they belong, in a safe, stable environment that supports their self-worth, identity and confidence alongside their emotional regulation and self-control.





## Learning and growing

Marsden Preschool's learning programmes are child-centred and holistic, created within the national Early Childhood Curriculum, Te Whāriki. Our programmes are fun and foster a love of learning; creating lifelong, capable, competent and confident learners, ready for their world beyond Preschool. Our future focused teaching and learning focuses on:

- ▶ Warm and positive relationships
- ▶ Belonging and keeping safe from harm
- ▶ Resilience and coping strategies
- ▶ Communication: verbal, non-verbal, print and digital
- ▶ Identifying emotions (own and others)
- ▶ Supporting strengths and interests
- ▶ Exploration of the environment
- ▶ Independence
- ▶ Wonder and curiosity
- ▶ Critical thinking



## Aroha

We are committed to and honour Te Tiriti o Waitangi. This includes maintaining the principles of participation, partnership and protection. We will weave te ao Māori through our teaching and we will honour and respect all cultures within Marsden Preschool. A partnership between parents, whānau and teachers is the most effective way to provide a quality education for our children. Tamariki and teachers will work together to protect and nurture each other, our various cultures, values and beliefs and our natural living environment for which we are kaitiaki.

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*"We believe that the wellbeing of each child is interdependent with the wellbeing of their teachers, parents and whānau. Children learn and develop best when their culture, knowledge and community are affirmed and when the people in their lives help them to make connections across settings. It is important that teachers develop meaningful relationships with whānau and that they respect their aspirations for their children, along with those of hapū, iwi and the wider community."*

Ministry of Education, 2017

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Our Preschool staff are happy to assist you in any way, please contact us on 476 8707 or via email if you have any queries. Please see our contact details at the end of this Handbook





# Curriculum

## What will my child learn?

In a safe, secure and positive environment, our aim is to develop the potential of each child, nurture their confidence and promote a lifelong love of learning.

We recognise, notice and respond to children's interests, and involve them in deciding on our major explorations each term.

Each term we conduct an inquiry focus, which extends on the children's group interest. Inquiry supports children to Engage and Wonder, Explore, Discover, Explain, Share and Reflect. This investigation is conducted through focused activities and independent exploration.

Play is greatly valued as a way children will learn about themselves as individuals and also discover the necessary skills of co-operation.

Maths, Science and Digital Technology exist in our everyday environment. Children experience an environment where they develop working theories to make sense of the natural, social, physical, and material worlds. Children learn through play – by doing, by asking questions, by interacting with others, by setting up theories or ideas about how things work and trying them out, and by purposeful use of resources. A strong focus is using communication skills, with group time, stories, discussions and conversations. We encourage the children to share their experiences.

Language grows and develops in meaningful contexts, such as dramatic play, rhyme and music. These are valuable methods of developing language when children have a reason to communicate. This leads to children developing thinking skills.

## What can I do as a Parent?

### Support your child

Talk to your child about Preschool, what they like and don't like (if anything).

Encourage your child in their own special interests and share this with the teachers.

If you speak another language at home speak about Preschool matters in this language so that your child will gain the same vocabulary in both languages.

### Literacy

Early reading and writing skills are introduced with the overall aim to instil a love of reading and a joy of discovering the world of literature. Children 4 and over are invited to have a named book bag.

Throughout the year we study a letter of the alphabet each week using the Letterland resource. Your child is able to bring an item of interest from home, to show the class at "mat time".

## Volunteers

If you would like to share a skill, attend class trips, assist with topic work, read with children or simply help out in Preschool please talk to our staff. You are welcome in the classroom at any time.

## Parent Co-ordinators

The Parent Co-ordinators encourage the integration of new parents into the Marsden community. They arrange morning teas, parent evenings and other gatherings. If you would like to help please talk to our staff.

## How will I know how my child is progressing?

Preschool uses the EDUCA online portfolio system to record children's activities, art work, conversations and learning stories. Each time a story is posted you will be notified by email and you can add your comments to the posting. Teachers will update your child's portfolio regularly. We encourage you to revisit and share your child's learning stories with them, encouraging them to reflect and discuss their progression and learning journey with you. We also encourage you and extended family to contribute to your child's portfolio, sharing comments and stories from your home.



You receive a written report on your child's progress when they leave for school. However, if at any time you wish to discuss your child's progress, let the staff know and they will be happy to meet with you.

Twice a year in Terms 1 and 3, you will be invited to come in for an individual Parent/Teacher interview.

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## What if I have a concern?

If you have a concern, please contact Helen McConnell, Head of Preschool, immediately. Following that, please contact Director of Primary Jennifer Ioannou, who will be happy to discuss any concerns you may have.

Email addresses are in the format  
**firstname.lastname@marsden.school.nz**

You can find all Marsden staff contact details in the Staff Directory [marsden.ultranet.school.nz/Web/4928/](https://marsden.ultranet.school.nz/Web/4928/)

## Absences

Please email to report absence or lateness:  
[helen.mcconnell@marsden.school.nz](mailto:helen.mcconnell@marsden.school.nz) or phone the Preschool direct on (04) 476 8792 Ext 840.



# Practical Information

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## Your child's first day

To create a smooth transition, we recommend visits before your child starts. If your child is anxious you may wish to leave them for progressively longer periods of time or begin with half a day until they are comfortable in their new environment. It is important to record your child's attendance each day. We use the Discover student management system, all adults authorised to pick up and drop off your child will be allocated a pin number. This is to be used at drop off and pick up times. We also ask that you sign the weekly attendance sheet to record your child's attendance for funding regulations.

## What your child will need

### Sun Protection

During Terms 1 and 4, all children are required to bring a named sunhat and we will apply sunblock during the day. Please encourage your child to keep their sunhat in their locker.

### What will your child eat at Preschool?

Your child should bring morning tea and lunch in a named lunch box that they can open easily, and a bottle of water in a named drink bottle. Health professionals state that water is the ideal drink for children, and we encourage water drinking at each meal time. Please ensure your child's drink bottle is at Preschool each day.

We ask that food be healthy as this helps children's concentration. Parents are strongly encouraged to provide simple nutritious food. Please see the [Ministry of Health guidelines](#).

A shared fruit plate is offered to the children at the end of the day. Each child is encouraged to bring a piece of fruit to share, for each day they attend during the week.

A cafeteria service is available for the Preschool children. The cafeteria information sheet is given out to parents at the beginning of the year. This is also displayed on the wall in the locker area for lunch orders. If you have any questions relating to this service please ring Jo Sherlock in the Primary School on 476 8792 Ext 832.

## What happens during the day?

We offer a variety of learning experiences for the children throughout the day at Preschool, which support both independent and group exploration. These include literacy, numeracy, arts, te reo Māori, library, chapel, music, drama, PE and outdoor activities. We focus on extending children's interests.

Children all take part in three mat/whāriki times throughout the day. Mat times are opportunities to focus on sharing, music, letter of the day, numeracy, our inquiry focus and highlighting our virtue or strength of the week.

Meal times take place three times a day and are together, beginning with a karakia.







## Address Lists

The school may publish an online School Directory at the beginning of each year, which includes parent and child contact details. Permission to be included on this is requested on the Enrolments form.

Parent Co-ordinators from Preschool produce class phone lists each term. They will email you to gain permission for your phone number to be included.

Changes of address and phone numbers should be notified in writing to the Primary School office immediately [jo.sherlock@marsden.school.nz](mailto:jo.sherlock@marsden.school.nz)

## Emergency Procedures

The Preschool regularly carries out routine earthquake, fire and lockdown drills so that the children are familiar with the routines.

- Upon enrolment all parents are required to fill in an Emergency Contact form, including someone who lives in Karori who can collect your child in case of an emergency, such as an earthquake, that may require school evacuation.
- All families are asked to contribute a box of tissues and two ready-to-eat meals (that do not require water), to be kept at school and used in an emergency.
- In the event of an accident, parents will be contacted as soon as possible by the school nurse or a teacher. If it is judged necessary, your child will be taken to the Karori Medical Centre or hospital for treatment.

## Medication and Immunisation

Preschool are required to have a copy of your child's 15 months and 4 years of age immunisation certificates, completed by your medical centre.

If your child requires medication, please bring it to school, and complete the chart in the kitchen area with a staff member, authorising the staff to administer medication to your child.

Children should stay home for the first 48 hours after vomiting and diarrhoea has stopped. Please also keep your child at home if their temperature is elevated. The school will contact you if your child is unwell and needs to go home. The school nurse will assist sick children and staff will care for them until parents arrive.

## COVID-19

It is important we avoid complacency and remain vigilant:

- Preschool displays a QR code poster at all entrances, please scan in during drop offs and pickups.
- Preschool will continue to maintain good cleaning, hygiene and hand washing practices.

Please ensure your child stays home if they are unwell.

## Outings

Each term, a Preschool trip will be organised by the teachers. You will be informed of these via Operoo, so please ensure that your child's details are complete and correct on this system, as this programme allows teachers to have family and medical details on hand while out of school.

You will be asked, in the notice, to advise if you are able to be a parent helper on the outing. The costs of outings are usually covered by your child's fees.

We also do spontaneous walks in close proximity to the school and walks around the school grounds. You will have given your consent for this as part of the Enrolment documentation.



## What links does Preschool have with the Primary School?

### Chapel and Assembly

Once a week, on Friday, the Preschool children will attend the Chapel Service with the Primary School students. The Chapel and Assembly Service is 30 minutes long. Children need to be at Preschool by 8.40am if they are to attend the service. We arrange to share some of our learning and art work during the Assembly once or twice a term. Whānau are invited to attend weekly and be part of this occasion. The Preschool joins the communion service at the end of each term at St Mary's Anglican Church Karori.

Each Friday there is a coin collection at Chapel. The funds contribute to the Primary School's World Vision project.

The Chapel curriculum is based on a programme of teaching virtues and character strengths such as honesty, respect, and love. The children are encouraged to practise the week's virtue or strength.

### Physical Education (PE)

Twice a week, we lead a programme in specific movement skills on the tennis courts. Children need to wear sports shoes on these days.

### Library Visits

Once a week, the children will have a library visit, and are able to issue one book to take home. Please return it the following week, on or before their library day, and put it in the plastic basket in the locker room.

### Languages

Specialists teach te reo Māori and waiata in fun and creative ways. Te reo Māori is also incorporated into our daily programme.

### Music

Preschool students enjoy a weekly music session with the specialist Primary Music teacher.

### Buddy Reading

Each Preschool child has a Year 5 buddy who reads to them and joins in with letter of the week activities on Friday mornings.

### Athletic Sports day, Cross Country event

We join the Primary School in their athletic sports day and cross country event, along with other sporting, cultural and community events throughout the year.

### Photos

Formal class and individual photos are taken in Term 1 and Term 4.

### Transition to School

In their last weeks at Preschool, the children going on to Marsden Primary will go on a series of transition visits. They join the Year 1/2 class for a period of class time. The purpose is to become familiar with the classroom, the teacher and the different structures in the school. Your child's written report detailing their learning and progress when they leave for school will be forwarded to their Year 1 teacher, with parent permission.



## Policies

If you want to know the Preschool Policy on any issue there is a copy of our Policies in the Locker Room.

## Birthdays and Celebrations

Fourth birthdays are marked informally at Preschool. When children turn four, if you wish, you can send a birthday cake along for morning tea. When children turn five and leave we have a big farewell for them at the end of the day. Parents provide a cake or individual cupcakes and two other food choices to share with the class. Teachers will give you our food guidelines for this.

We celebrate your child's learning journey by going through their online portfolios as a class. We invite families to join us for this celebration. Remember to book your celebration date with the teachers well in advance.

## Parking

In the interests of the children's safety, cars are to be parked outside the school grounds. There is an entrance to the Preschool via the steps from Karori Road.

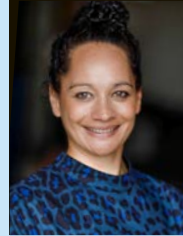
However, exemptions are granted ONLY to parents with small babies or parents with disabilities. Please talk to Helen McConnell if you require an exemption.

## Telephone Numbers

The direct dial voice mail phone for Helen McConnell is 476 8792 extension 840. Please contact Jo Sherlock on Ext 832 if you cannot reach the Preschool.

# Staff

Marsden Preschool staff are Helen McConnell, Sarah Molisa, Judith Dickson and Philly Gordon. Our tamariki refer to us by our surnames.



**Ms Helen McConnell**  
Head Teacher, Head of Preschool



**Ms Sarah Molisa**  
Preschool Teacher



**Ms Judith Dickson**  
Preschool Teacher



**Miss Philly Gordon**  
Teacher Aide



**Mrs Jo Sherlock**  
Primary Administrator



**Mrs Jennifer Ioannou**  
Director of Marsden Primary



## Communications at Marsden

MyMarsden [marsden.ultranet.school.nz/Home/](https://marsden.ultranet.school.nz/Home/) is the website for Marsden School parents and caregivers. You can find specific school information there, including our Preschool news and media gallery. We invite you to browse the menus.

Here are the other ways we communicate with you at Marsden:



### Where to find out what at Marsden

*The website  
marsden.school.nz*

**Is designed for prospective families... you can find a link to MyMarsden at the top right hand corner though!**

01

*MyMarsden*

*Marsden.ultranet.school.nz/Home/*

**This is an online site especially designed for Marsden families to find out what is happening at school. It has the Marsden Portal on it! Check out SchoolTV and other wellbeing resources (W button) and the Principal's blog. Do browse the menus.**

02

*The Marsden Portal  
Logon by selecting the green button with the spider web, on the MyMarsden home page.*

**Logon to the Marsden Portal to find out specific information about your child, like subjects, timetable, reports, etc. as well as your account and contact details and various documents. You also book Parent Interviews via the Portal.**

03

04



*Emergency information*

**This is important. You can find emergency information on both the website (About section) and Mymarsden (i-SITE section).**



*Newsletters and emails*

**You will receive our weekly e-newsletter every Friday during term time. Call us if you are not on the list 476 8707. We will also send general correspondence via email.**

05

06

*The School app  
Download SchoolAppsNZ*

**We will send urgent messages and a link to the newsletter via the school App. Urgent messages will also come via email and be loaded onto the website if possible.**

07

*The fun stuff*

**This is where we celebrate school happenings and achievements:**

Facebook - MarsdenNZ

Youtube - MarsdenNZ

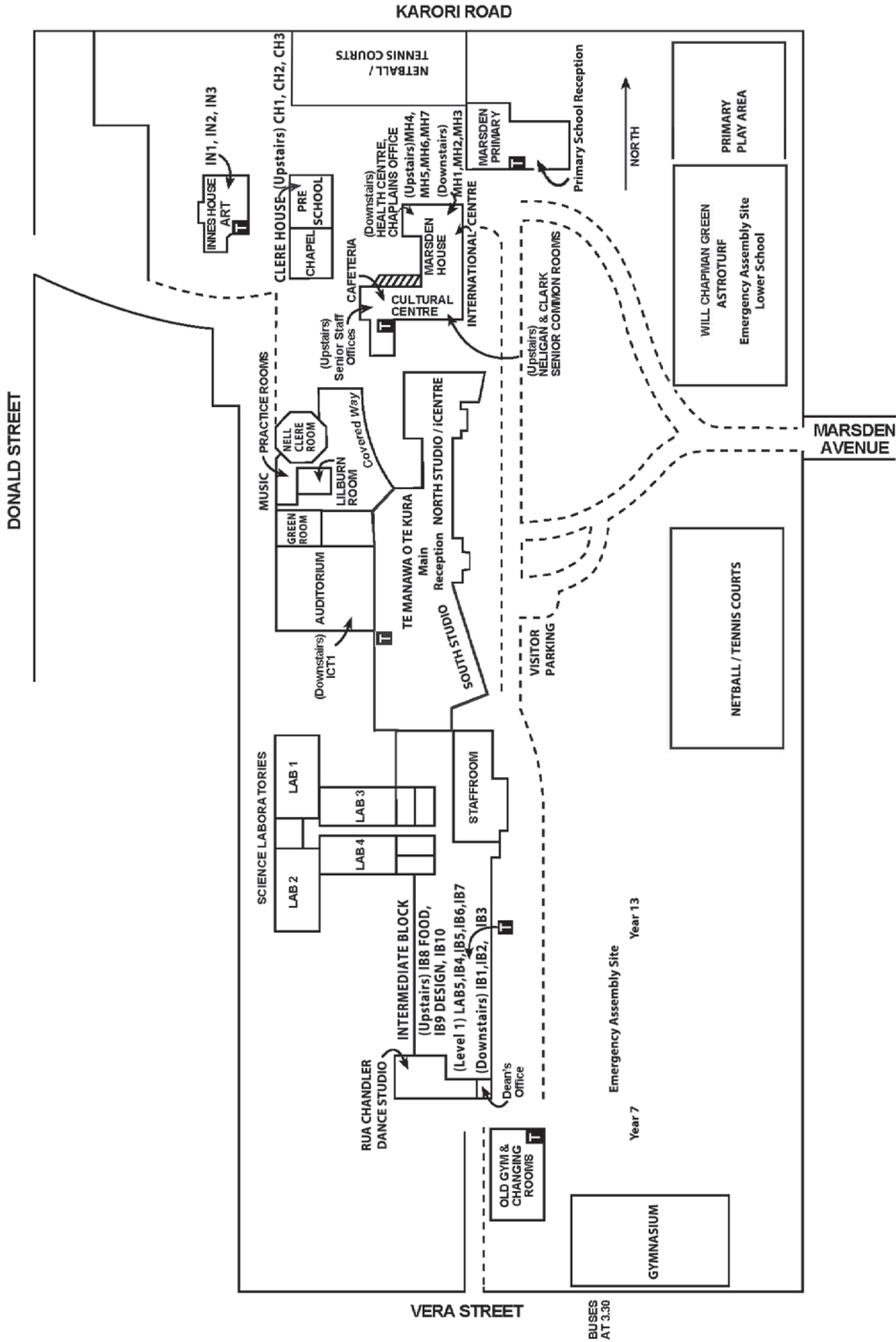
Instagram - KeepingupwithMarsden & SamuelMarsdenSchool

News page - see MyMarsden 'News'

LinkedIn, Neighbourly



Campus map



Welcome to  
Marsden Preschool.

We are glad you and your  
family have joined us and  
look forward to making  
this special time a fun and  
fulfilling experience for  
your child.



**Marsden Preschool**  
Marsden Ave, Karori, Wellington  
(04) 476 8707

[marsden.school.nz](https://marsden.school.nz)