



# Primary School Handbook

2022



SAMUEL  
MARSDEN  
COLLEGIATE SCHOOL

# Contents

Welcome to the Marsden family	3	Disability	12
Marsden Vision, Mission, Values and Goals	4	Bus service	12
Curriculum	5	What not to bring to school	13
Visible Wellbeing	6	Emergency procedures	13
Bring your own device	6	Library books	13
How will I know my child is progressing?	6	Outings	13
Community	6	Lost property	13
The structure of the Primary School	7	Photos	13
Primary School administrative structure	7	Medical issues	13
Who will be working with my child?	7	COVID-19	13
Your child's first day at school	8	Arrowsmith	14
How is the day is organised?	8	Co-curricular activities	14
What will your child need at school?	9	School Grounds	14
What will your child eat at school?	9	Stationery	14
What is expected of your child?	10	Sunblock and Hats	14
Homework	10	Contact details	14
Uniform	11	Website	14
Absence	11	Term Dates	14
Address lists	12	Communications at Marsden	15
Operoo	12	Campus map	16
Boundary	12		

# Welcome to the Marsden family

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At Marsden our vision is to lay the foundation for lives of meaning, accomplishment and genuine happiness. We support your daughter to be the best she can be, and to develop into a confident, independent, creative, lifelong learner.

Starting that journey early makes such a difference. Girls thrive in our nurturing and personalised environment where we understand that wellbeing and academic achievement are intrinsically linked. When they reach our Upper School, Marsden Primary girls positively shine.

I extend a very warm welcome to all of our girls and families, especially those just starting their journey with us. You will quickly notice that our sense of community and belonging is also a very special part of coming to Marsden.

2022 is set to be an exciting year as we further embed strategic initiatives across the school to enhance future-focused learning and teaching, student wellbeing and community engagement. I look forward to sharing this journey with you and your daughter.

Ngā mihi,

**Paula Wells**  
*Principal*



I wish all students and families a warm welcome to Marsden Primary.

Marsden provides an environment for optimal learning and teaching. We are committed to creating happy, engaged, future-focused learners who 'Aim for the Highest'.

At Marsden Primary, our staff are focused on the whole child and supporting your daughter to develop a strong sense of wellbeing and positive attitude towards self. There are daily opportunities to engage and explore our Visible Wellbeing™ Approach, Positive Education and Anglican Values.

We have outstanding staff members who are at the forefront of latest pedagogy and implementing best practice. They are dedicated professionals who respect the individuality, progress and achievement of all students, and strive to offer the best innovative teaching and learning opportunities.

You will find in this booklet an outline of the values, goals and organisation of Marsden Primary. It highlights relevant aspects of the curriculum and also provides general information that you will require. Please do not hesitate to contact your daughter's classroom teacher, or myself, if you have any questions. We have an open door policy and value

regular communication with parents and whanau.

Once again, welcome to the Marsden family.

**Jo Burns**  
*Head of Marsden Primary*

# Marsden

## Vision, Mission, Values and Goals

### ▶ MARSDEN VISION

“Manu Rere Ao”  
The bird that flies the world

Manu Rere Ao likens a Marsden graduate to a bird who is nurtured in the kohanga (nest) and ngahere (forest), then equipped to take on the world. Manu Rere Ao also references the natural setting of Marsden and the native birds and seabirds that inhabit its spaces.

### ▶ MARSDEN MISSION

To lay the foundation for lives of meaning, accomplishment and genuine happiness. We develop confident, independent, creative, lifelong learners who are challenged to reach their academic and personal potential in a warm and supportive environment underpinned by Christian values.

### ▶ MOTTO

“Ad Summa”  
Aim for the Highest | Whāia te Hiranga

This means that we strive to be our best in all that we do. Our motto reminds us of our commitment to personal excellence ... being **our** best rather than being **the** best.

### ▶ VALUES

#### Excellence Hiranga

Marsden Schools are high-performance environments where everyone aspires to be the best they can be in their academic and co-curricular pursuits.

#### Resilience Manahau

Those who can pick themselves up and keep going have the greatest chance of personal happiness and success. Resilience is the explicit focus of a number of our programmes.

#### Creativity Auahatanga

The ability to think outside the square, to respond to the challenges of today in innovative ways, to find new ways of working, thinking and living is vital to a successful future.

#### Service Oha

It is important for our students to be aware of their place in the local and global community. In keeping with Anglican values and tradition, consideration for others is fostered and delivered through co-curricular programmes.

### ▶ GOALS



1

#### Future-focused Learning and Teaching

Provide outstanding learning opportunities that equip students to create lives of meaning, accomplishment and genuine happiness.



2

#### Wellbeing

Nurture and develop student and staff wellbeing.



3

#### Quality Teachers

Attract, develop and retain quality staff.



4

#### Community Engagement

Provide opportunities for all community members to align, engage with and contribute to the School's objectives.



5

#### Sustainable Operations

Optimise our financial, physical, natural environment and human resources.



## Curriculum

Our curriculum is relevant, challenging and engaging for each of our girls.

### What do we teach at Marsden?

At Marsden our teaching is guided by the internationally respected New Zealand Curriculum with learning in:

- English
- The Arts
- Health and Physical Education
- Learning Languages
- Mathematics and Statistics
- Science
- Social Sciences
- Technology

All classes also have a weekly timetabled class in te reo Māori, Library, Physical Education and Music.

### How do we teach?

Classes are taught using a differentiated approach so that everyone can achieve their best. Special needs are assessed and catered for. We extend our gifted students within the classroom setting, using the most up-to-date methods.

### Visible Wellbeing™ and Future Focused Learning

The major areas of focus in the Marsden Strategic Plan are Visible Wellbeing™ and Future Focused Learning.

Visible Wellbeing™ is a holistic, comprehensive, science-based and highly successful wellbeing education approach, developed by renowned psychologist and researcher Professor Lea Waters PhD, which we are continuing to embed across the school.

At Marsden Primary, we are focused on providing students with the necessary skills for a changing future. Our school curriculum encourages the 6Cs of Education, promotes learner agency, and provides opportunities for student communication and collaboration within and across year groups. Technology is integrated across the curriculum, exposing students to computational thinking, digital fluency and digital literacy in a variety of ways.

### The 6 Cs of Education



## Visible Wellbeing

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Visible Wellbeing is a whole school, integrated and evidence-informed approach to developing and sustaining wellbeing through positive education. It gives staff a well-defined body of positive education knowledge and practices that have been shown to have a positive impact on student wellbeing, which in turn enhances learning.

Visible Wellbeing practices that enhance wellbeing are integrated in teaching at all year levels, across all subjects and as part of all co-curricular activities. The approach is underpinned by the SEARCH framework:



## Bring Your Own Device

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Girls in Years 3–6 are encouraged to bring a digital device such as an iPad, Chromebook or laptop to use in class. Laptops are preferable for Years 5/6 students, so they can take them into Year 7. If you would like further advice, please discuss this with your child's teacher. We also have a school set of iPads and laptops for shared use.

Children are not to use devices to communicate home during the school day without teacher approval. This includes iWatches.

## How will I know my child is progressing?

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Individual students are celebrated and carefully monitored during their time at Marsden Primary. At various times during the year, parent information sessions, parent interviews and Student Led Conferences will be held.

Curriculum focused reports which detail student progress and achievement are shared with parents mid-year and at the end of the year.

Our Year 1–6 students use *Seesaw*, an Eportfolio tool, to showcase and track their learning journey, as well as reflect on their progress and next steps. *Seesaw* is a way for teachers and students to record and share the wonderful learning happening in the classroom. Each student has their own journal and will add things to it such as photos, videos, drawings or notes. Parents and teachers add feedback and feedforward.

Six weeks after your child's arrival at Marsden Primary you will receive a letter outlining her initial progress. You are welcome to follow this up with a teacher meeting.

We have an open-door policy, which means that our teachers are accessible and can be easily contacted. They are always happy to catch up and let you know how your daughter is progressing. You can pop in or email your child's teacher, for a longer meeting please make an appointment via Jo Sherlock on 476 8707 or email [jo.sherlock@marsden.school.nz](mailto:jo.sherlock@marsden.school.nz)

### What if I have a concern?

If you have a concern, please contact your daughter's teacher immediately. Following that, please contact Head of Marsden Primary, Jo Burns, who will be happy to discuss any concerns you may have. We prefer you come straight to us so that we can work together to achieve the best outcome.

## Community

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### Class Coordinators

The Class Coordinators in each year group liaise between the teacher and the parent community and arrange for additional help for trips or classroom activities. They encourage the integration of new parents into the Marsden community. They can arrange morning teas, parent evenings or other gatherings.

### MyMarsden

*MyMarsden* are the web pages where you find all the day to day bits of information to help with life at Marsden e.g. newsletter notices, staff contact details, the school calendar (bottom of the *MyMarsden* homepage), school news (student achievements and school events) etc.

You can access *MyMarsden* from the top right hand corner of our website [marsden.school.nz](http://marsden.school.nz) Please scroll through the menu at the top to familiarise yourself with the school information available there.

## The Marsden Newsletter

You will be emailed the Marsden Newsletter every Friday and the Marsden Newsletter can also be accessed via the Marsden School App (School Apps NZ). It will detail upcoming events and notify you of any changes to plans. It also has a link to the School Calendar, community notices and our News page where we celebrate student events and achievements. Please click through to the Primary notices page. It is recommended that you look at this regularly. You can find a direct link to the Primary notices on MyMarsden too.

## The structure of the Primary School

The Primary School comprises: Preschool (for boys and girls aged 3 – 5 years), and Primary School for girls from Years 1 to 6.

## Primary School administrative structure

### Positions of Responsibility

Chairperson Trust Board	Jo Wills
Chairperson Board of Management	Juliet Dobson

### Staff

Principal	Paula Wells
Head of Marsden Primary	Jo Burns
Senior Teacher	Christine Barlow
Primary School Office	Jo Sherlock
Head of Preschool	Helen McConnell
Preschool Teacher	Kirsten Whitehead
Chaplain	Sarah King

## Who will be working with my child?

### Primary School Staff

Year 1 DH	Mrs Joanna Dhiru <a href="mailto:jo.dhiru@marsden.school.nz">jo.dhiru@marsden.school.nz</a>
Year 2 AS	Mrs Sarah Ash <a href="mailto:sarah.ash@marsden.school.nz">sarah.ash@marsden.school.nz</a>
Year 3 FE	Mrs Kate Feary Douglas <a href="mailto:kate.fearydouglas@marsden.school.nz">kate.fearydouglas@marsden.school.nz</a>
Year 4 EV	Ms Belinda Evans <a href="mailto:belinda.evans@marsden.school.nz">belinda.evans@marsden.school.nz</a>
Year 5 BA	Mrs Christine Barlow <a href="mailto:christine.barlow@marsden.school.nz">christine.barlow@marsden.school.nz</a>
Year 6 ST	Ms Tina Sturland <a href="mailto:tina.sturland@marsden.school.nz">tina.sturland@marsden.school.nz</a>

### Specialist Teachers

Music	Ms Jenny Gould <a href="mailto:jenny.gould@marsden.school.nz">jenny.gould@marsden.school.nz</a>
Physical Education	Mrs Jo Coster <a href="mailto:jo.coster@marsden.school.nz">jo.coster@marsden.school.nz</a>
Te Reo Māori	Ms Sarah Molisa <a href="mailto:sarah.molisa@marsden.school.nz">sarah.molisa@marsden.school.nz</a>
Arrowsmith	Elizabeth Coyle <a href="mailto:elizabeth.coyle@marsden.school.nz">elizabeth.coyle@marsden.school.nz</a> Mary Gavigan <a href="mailto:mary.gavigan@marsden.school.nz">mary.gavigan@marsden.school.nz</a>
Library	Karen Richards <a href="mailto:karen.richards@marsden.school.nz">karen.richards@marsden.school.nz</a> Anna Varnham <a href="mailto:anna.varnham@marsden.school.nz">anna.varnham@marsden.school.nz</a> Sean O'Connor <a href="mailto:sean.oconnor@marsden.school.nz">sean.oconnor@marsden.school.nz</a>

### Support Staff

School Nurse	Mrs Amanda Woodbury
Primary Administrator	Mrs Jo Sherlock <a href="mailto:jo.sherlock@marsden.school.nz">jo.sherlock@marsden.school.nz</a>

Children know teachers and staff by their surname.

## Your child's first day at school

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When your child starts in the Primary School, please go directly to their class or to the Primary School office. They will meet their buddy and their teacher will show them where to keep their belongings.

Your child will need a snack for morning tea and lunch in a clearly labelled lunch box and drink bottle with water. Please also bring a named pencil case. **Stationery will be provided.** The school day starts at 8.45am and finishes at 3.15pm.

## How is the day organised?

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### Timetable

8.30am	Children arrive, organise belongings
8.45–10.25am	Morning lessons (Periods 1 and 2)
10.25–10.45am	Morning Break
10.45am–12.30pm	Morning lessons (Periods 3 and 4)
12.30–12.50pm	Lunch time (eat)
12.50–1.30pm	Lunch time (play)
1.30–3.15pm	Afternoon lessons (Periods 5 and 6)
3.15pm	Dismissal time

### Chapel

We meet in the Chapel on Mondays and Fridays each fortnight. On a Monday we introduce the Character Strength – the service is 20 minutes long and begins at 8.45am. Every second Friday we hold our Assembly in the Chapel. This includes a staff member sharing a picture book about the Character Strength focus, followed by Assembly 2.30pm–3.15pm.

We also hold a Bible-based Chapel Service with our Chaplain every Wednesday. This service is 20 minutes long and starts at 8.45am.

All students attend our Chapel sessions and parents are welcome to join us.

Children who have been learning a musical instrument and are confident in their playing are given the chance to play before and after Chapel time for all to enjoy.

### Coin Collection

Each Friday there is a coin collection in Chapel. The donations contribute to the wellbeing of our sponsored World Vision child, Santhoshi Athikimsetti from the Korukonda community in India.

### Student run Assembly

On a Friday afternoon once a fortnight, we hold a Primary School Assembly. At Assembly, certificates are awarded by class teachers for work completed during the previous week. Teachers and children are encouraged to share work of which they are especially proud. Sporting results, House points, class work and other school results are shared at this time. Each of our classes takes a turn running assembly. Parents are welcome to attend. Assembly runs from 2.30pm–3.15pm.

### Communion Service

We complete each term with a Eucharist service at St Mary's Church to which parents and whānau are warmly invited. Details will be in the newsletter nearer the time.

### Baptism & Eucharist

Marsden School Chaplain Sarah King runs preparation courses for Baptism and Eucharist for girls in Years 5 and 6 who would like to take this opportunity. This usually takes place every second year in Term 3. Further details will be advised nearer the time.

### Independence

In the interest of safety, children arriving at school prior to 8.15am should be supervised by a parent until 8.30am, as staff require time to prepare for the day and attend morning briefing meetings.

All children, from Year 1 onwards, are encouraged to develop a greater measure of autonomy and responsibility for their own possessions. Please encourage the children to enter the grounds and/or their classroom by themselves as they grow older. Younger children grow in independence by unpacking their own bag and hanging up their blazer in their locker.



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## What will your child need at school?

Check the list for your child's year level.

### Year 1

All items must be clearly labelled

- Box of tissues
- Change of underwear and socks
- Named lunch box with morning tea and lunch
- Named drink bottle (no glass)
- Reading book bag

### Years 2-6

All items must be clearly labelled

- Box of tissues
- Named lunch box with morning tea and lunch
- Named drink bottle (no glass)

For unexpected accidents it is always helpful to have a spare pair of underwear or socks in your daughter's bag.

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## What will your child eat at school?

### Morning Tea

All students are to bring a mid-morning snack. This snack is eaten in the playground. Please also remember to supply your child with their morning tea when they have ordered lunch from the cafeteria. Children should have a refillable water bottle for morning tea and lunch.

### Lunch

Your child may bring a packed lunch, or order lunch from the school cafeteria. The cafeteria is operated by Elaine Harris from Fine Cuisine. Children have a minimum of 20 minutes to eat their lunch before moving to the playground. For safety reasons children should not request boiling water for noodles or for food to be heated. In winter, many children bring their lunch in a flask to keep it warm.

## Cafeteria/Lunch Orders

A Cafeteria service for ordering lunch is available for the Primary School children. The Cafeteria information sheet, price list and ordering and payment details are distributed at the start of each term. Copies will be emailed by Jo Sherlock in the Primary School Office.

A teacher is always on duty at morning tea and lunchtimes. If the weather is wet or too cold, the children remain inside.

## What is expected of your child?

### Behaviour

At Marsden Primary we have a high standard of behaviour at all times. We show respect to each other and treat people and property with care. Kindness is paramount and is expected from our children, staff and families.

### Discipline

The School has a formal policy on discipline which includes specific guidelines for behaviour modification if this is required. Staff will discuss serious behavioural concerns with parents should they arise.

### KiVa Programme

The internationally successful KiVa anti-bullying programme is taught across the Primary School and any issues are dealt with via this programme. Jo Burns and Christine Barlow are the KiVa teachers and any issues of bullying are referred to them. Bullying has three components:

- Harm is meant
- The actions are repeated over time
- The actions come from a position of power

If you have any concerns about bullying towards or by your child please alert Christine or Jo immediately. The success rate of this programme is impressive, and by working as a team, we can help to maintain a happy school with happy children.

## Homework

Homework will be set on a Monday or a Friday, depending on the year group. This should not be stressful for you or your child. If your child has had a particularly busy week and is unable to complete all the tasks set please let your class teacher know so they are aware of the circumstances. If homework is taking longer than suggested, please let the teacher know. Stressful homework after school is counter-productive.

Please encourage your daughter to retain 'ownership' of her homework, whilst providing assistance where needed.

Please contact your child's classroom teacher if any problems arise from homework. As a rough guide, the following homework times per night are:

Year 1 ..... 10 minutes  
(reading with and alongside an adult)

Year 2 ..... 15 minutes

Year 3 ..... 20 minutes

Year 4 ..... 30 minutes

Year 5 ..... 30–40 minutes

Year 6 ..... 40–45 minutes

Note that these times include personal reading.



## Uniform

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### Whole Year

- School raincoat
- School tunic
- School jersey OR cardigan (note: jersey only from Year 7)
- Coverall/paint shirt
- School blazer
- School bags – backpack and sports bag

### Summer

- Marsden white short sleeved blouse (please note the correct style of the collar)
- White ankle socks (not sports socks)
- Shoes – plain black leather lace-ups, T-bar or single strap shoes. Shiny patent leather is not acceptable; nor are black ‘trainer’ type shoes.
- Marsden navy sunhat for playground
- House badges can be purchased from Mrs Sherlock

### Winter

- Marsden white long sleeved blouse
- Plain black woollen, cotton or opaque tights
- Shoes – the same as summer
- Marsden tie

### Optional

- Straw hat
- School scarf
- School gloves
- School beanie hat
- House T-shirt (Spratt – red, Fitzherbert – yellow, Innes – blue) for sports events

### Sports Uniform

- School PE shorts
- School sports shirt
- Sports shoes
- White sports socks
- School tracksuit
- School gym bag
- Plain navy school togs

The Marsden School uniform is available from NZ Uniforms. Their store is located at 168 Thorndon Quay, Wellington, phone 238 4727. Their Business hours are Mon–Fri 9am–

5.30pm and Sat 9am–4pm. You can make an appointment. Items can also be purchased online from NZ Uniforms [www.nzuniforms.com](http://www.nzuniforms.com) There is also a second-hand uniform Facebook page. The group is called ‘Marsden Uniform Resale’.

Every item should be clearly marked with the student’s name. Clothing and school bags and gym bags should be named on the inside rather than on the outside.

No jewellery except a small simple watch may be worn to school. If ears are pierced, only one gold or silver stud in each ear may be worn. Please avoid hoops/sleepers; these can result in ear injuries.

No coloured nail polish or makeup is to be worn.

The girls should wear the correct uniform and be neat and tidy. If hair is longer than collar length it must be tied back with brown or black elastic, green ribbons, green/tortoiseshell headband, or a tortoiseshell clip. The correct sports uniform is also expected at all times. Marsden backpacks and sports bags are the only bags to be used, and can be purchased through NZ Uniforms.

Scarves are for outdoor use. The straw panama is an optional part of the summer uniform and may be worn to and from school in Terms 1 and 4.

Blazers must be worn to all “special occasions” but remain in your daughter’s locker during the school day.

## Absence

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Please email or phone the school by 8.30am to report absence or lateness. The email address for absences is [absences@marsden.school.nz](mailto:absences@marsden.school.nz) and you can leave an absentee voicemail any time by calling 476 8707 and selecting option 1. Absences can also be notified via the School App.

Any pupil wishing to be excused from school, except for medical and dental appointments, must obtain prior permission. If the absence is to be of some duration, approval must be sought from the Head of Marsden Primary well in advance.

No pupil may leave school during school hours without permission of a staff member.



## Address lists

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Parent Coordinators from each class will produce class phone lists.

Please let Jo Sherlock know within your child's first week if you do not wish to be included on these lists.

It is very important that all changes of address and phone numbers be notified to Jo Sherlock as soon as possible.

## Operoo

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This is a parent driven system that we use to collect medical and emergency information, trip permission slips and forms for dissemination. The system provides parents with a secure way to share necessary medical information required by the school in the care of their child. If you are a new parent to Marsden you will receive an email from Operoo to register your details. Please update Operoo if your contact details or your child's medical details change.

## Boundary

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The following areas are OUT OF BOUNDS, except when given permission by a staff member:

- The terrace path in front of the Main Reception area
- The rear driveway from Music to the Intermediate block

## Disability

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Wheelchair access is possible in the main Primary School and in the ground floor of Clere House.

## Bus Service

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There are a number of school buses to Wellington suburbs. The buses arrive and depart from the Vera Street entrance. The bus timetables are available via MyMarsden [marsden.ultranet.school.nz/Web/4743](https://mymarsden.ultranet.school.nz/Web/4743)

There is a duty teacher who monitors the children as they leave Marsden at the end of the day. The buses depart from Vera Street at 3.35/3.40pm. Younger children can be buddied with an older student travelling on the same bus. Please speak to your child's teacher to arrange this.

### School Bus Safety Rules

- No eating/drinking on the bus
- Primary children should be seated towards the front of the bus
- All children must obey the bus driver at all times
- Children must ensure that they are on the bus at the appropriate times
- IT devices such as iPads etc should be kept in your child's school bag while travelling

Please contact Jo Sherlock if you have any bus or Eastbourne shuttle questions.

## What not to bring to school

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Please do not bring the following items to school:

- Electronic toys/games
- Chewing gum or sweets
- Precious or special toys
- Mobile phones may be carried for emergency use only but may NOT be used during the school day. Mobile phones are kept in school bags and any other devices are held by teachers.

## Emergency Procedures

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

- All families are asked to contribute two items of food a year per child, to be kept at school and used in an emergency – details are notified on the MyMarsden [Starting School page](#) at the start of each school year.
- Fire drills will be monitored by the Fire Service or relevant agency on a regular basis.

In the event of an accident, parents/caregivers 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.

## Library Books

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Once a week, each child will have a School Library visit, and is able to borrow books to take home. Children are also able to use the Library on certain days of the week during their lunch break to exchange library books.

Any books, (library/text or any other school property) which are lost or damaged, must be replaced by the pupils responsible.

## Outings

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During the term outings may be organised by the teachers. You will be informed of the details of these by the class teachers.

School outings will take place with the appropriate ratio of adults to children. Occasionally, the cost of outings may be disbursed to your account. You will be informed in advance if this is the case.

## Lost Property

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We encourage children to take responsibility for their own property.

Lost property is kept in the cupboard downstairs from Jo Sherlock's office. These items are put on display from time to time and if unclaimed will be removed.

**Please ensure that all property that your child brings to school is clearly marked or labelled.**

All articles found which are clearly marked with your child's name will be returned to them. Unnamed/unclaimed lunch boxes will be disposed of regularly.

## Photos

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

## Medical Issues

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Children should stay home until 24 hours after the last incident of vomiting or diarrhoea, or if their temperature is elevated.

Any child with a contagious disease must remain at home until such time as they are no longer contagious. Our School Nurse will be happy to advise you. Please call 476 8792 Ext 819 to speak with her.

Any pupil who contracts head lice must remain at home until it has been treated.

If medication must be administered during the school day, please complete the form that will be provided to you. Any serious medical condition should be discussed with the School Nurse and Head of Marsden Primary, Jo Burns.

The school will contact you if your child is unwell and needs to go home. The School Nurse will assist sick children and will care for them in the medical room until parents arrive to collect them.

## COVID-19

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It is important we avoid complacency and remain vigilant:

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

Please ensure your daughter stays home if she is unwell.

## Arrowsmith

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The Arrowsmith programme is a cognitive training programme designed to strengthen the capacity of cognitive functions and is particularly effective for students with learning differences such as dyslexia, dyscalculia and auditory and visual processing difficulties. The programme works with students within the enrolled school population who may have typical profiles (ideal fit for programme) or atypical profile (more complex cognitive needs). Please refer to <https://www.marsden.school.nz/karori/academic/arrowsmith-program/> for more information and you can speak with Jo Burns about session options or if you have questions.

## Co-curricular activities

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### Sport

Sports registrations for 2022 open on 1 January 2022 and close on 23 January 2022 so that teams can be organised before the start of the season. Registrations can be made on the [Sports website](#). For students (Years 3–8) starting throughout the year, sport registrations can be made by contacting Sports Coordinator [Caitlin O'Sullivan](#).

### Music tuition

Please visit the [Private Music Tuition page](#) on MyMarsden for registration details and information about private music lessons.

### Speech and Drama

Please visit the [Speech and Drama page](#) on MyMarsden for registration details and information about Speech and Drama lessons. Registrations for 2022 need to be submitted by 10 February 2022. New students starting throughout the year can contact Jan Avison to register.

### Contact details

Sports Coordinator

Caitlin O'Sullivan [caitlin.osullivan@marsden.school.nz](mailto:caitlin.osullivan@marsden.school.nz)

Music Director

Marian Campbell [marian.campbell@marsden.school.nz](mailto:marian.campbell@marsden.school.nz)

Speech and Drama

Jan Avison [janavison@gmail.com](mailto:janavison@gmail.com)

Jennifer Evans Dance Studio

Jennifer Evans [j.evansdance@gmail.com](mailto:j.evansdance@gmail.com)

## School Grounds

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No cars are to be driven into or parked in the school grounds unless, in exceptional circumstances, permission has been granted by the school.

## Stationery

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Stationery such as exercise books will be supplied by the school at a cost of \$25–\$30 per student and this will be disbursed to your account.

## Sunblock and Hats

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Wearing sunblock and a regulation sunhat is compulsory every day in summer terms for all children in the playground.

## Contact details

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Primary School telephone:

Jo Sherlock 476 8792 ext 832

Head of Primary:

Jo Burns 476 8792 ext 848

NZ Uniforms 238 4727

Absentee Mailbox 476 8707, option 1

Primary School email address

[jo.sherlock@marsden.school.nz](mailto:jo.sherlock@marsden.school.nz)

## Website

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Marsden has its own website [marsden.school.nz](http://marsden.school.nz) This contains information for prospective families. You can find a link to MyMarsden at the top right of the website. This is where you will find school information. The News and Notices pages on MyMarsden are updated regularly.

## 2022 Term Dates

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Term 1	Wednesday 2 February – Thursday 14 April <i>Note: Easter and Anzac Day fall during school holidays</i>
Term 2	Monday 2 May – Friday 8 July <i>Note: Queen's Birthday is Monday 6 June; Matariki is Friday 24 June</i>
Term 3	Monday 1 August – Friday 30 September
Term 4	Tuesday 18 October – Thursday 8 December <i>Note: Labour Day is Monday 24 October</i>

## Communications at Marsden

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[MyMarsden](#) 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

1

#### The website [marsden.school.nz](https://marsden.school.nz)

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

2

#### MyMarsden

This is an online site especially designed for Marsden families to find out what is happening at school. It has a link to the Marsden Portal (see below). Check out SchoolTV (useful parenting resources) and other wellbeing resources (W button) and the Principal's blog. Do browse the menus.

3

#### 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, absences, reports, etc. as well as your account and contact details and various documents.

4

#### Emergency information

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

5

#### Newsletters and emails

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

6

#### 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.

7

#### The fun stuff

This is where we celebrate school happenings and achievements:

**Facebook** - MarsdenNZ News page – see MyMarsden 'News'

**Youtube** - MarsdenNZ LinkedIn, Neighbourly

**Instagram** - KeepingupwithMarsden & SamuelMarsdenSchool

**School News page** - see MyMarsden 'News'

**LinkedIn, Neighbourly**



**SAMUEL  
MARSDEN**  
COLLEGIATE SCHOOL

DONALD STREET

KARORI ROAD

