



# Primary School Handbook

2023



SAMUEL  
MARSDEN  
COLLEGIATE SCHOOL

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# 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.

2023 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 whānau.

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:



## 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 and parent interviews 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 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.

## The structure of the Primary School

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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

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### Positions of Responsibility

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Chairperson Trust Board	Jo Wills
Chairperson Board of Management	Juliet Dobson

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### Staff

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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

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## Who will be working with my child?

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### Primary School Staff

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Mrs Joanna Dhiru  
[joanna.dhiru@marsden.school.nz](mailto:joanna.dhiru@marsden.school.nz)

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Mrs Kate Feary-Douglas  
[kate.fearydouglas@marsden.school.nz](mailto:kate.fearydouglas@marsden.school.nz)

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Mrs Sarah Ash  
[sarah.ash@marsden.school.nz](mailto:sarah.ash@marsden.school.nz)

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Mrs Christine Barlow  
[christine.barlow@marsden.school.nz](mailto:christine.barlow@marsden.school.nz)

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Ms Tina Sturland  
[tina.sturland@marsden.school.nz](mailto:tina.sturland@marsden.school.nz)

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Ms Belinda Evans  
[belinda.evans@marsden.school.nz](mailto:belinda.evans@marsden.school.nz)

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### Specialist Teachers

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Music  
Ms Jenny Gould  
[jenny.gould@marsden.school.nz](mailto:jenny.gould@marsden.school.nz)

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Physical Education and Te Reo Māori  
Mrs Jo Coster  
[jo.coster@marsden.school.nz](mailto:jo.coster@marsden.school.nz)

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Arrowsmith  
Elizabeth Coyle  
[elizabeth.coyle@marsden.school.nz](mailto:elizabeth.coyle@marsden.school.nz)  
Mary Gavigan  
[mary.gavigan@marsden.school.nz](mailto:mary.gavigan@marsden.school.nz)

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Library  
Karen Richards  
[karen.richards@marsden.school.nz](mailto:karen.richards@marsden.school.nz)  
Sean O'Connor  
[sean.oconnor@marsden.school.nz](mailto:sean.oconnor@marsden.school.nz)

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### Support Staff

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School Nurse  
Mrs Amanda Woodbury  
[amanda.woodbury@marsden.school.nz](mailto:amanda.woodbury@marsden.school.nz)

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Primary Administrator  
Mrs Jo Sherlock  
[jo.sherlock@marsden.school.nz](mailto:jo.sherlock@marsden.school.nz)

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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 and 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 Jo or Christine 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

- Marsden blazer
- Marsden pinafore dress
- Marsden jersey OR cardigan (jersey only from Year 7)
- 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 rain jacket
- Art smock
- Marsden backpack

### Summer

- Marsden regulation white short-sleeved shirt (please note the correct style of the collar)
- White ankle socks (not sports socks)
- Marsden green or navy sunhat for playground

### Winter

- Marsden regulation long-sleeved shirt
- Plain black woollen, cotton or opaque tights
- Marsden tie

### Optional

- Straw hat
- Marsden scarf
- School beanie
- House T-shirt (Sprott – red, Fitzherbert – yellow, Innes – blue) for sports events
- House badges can be purchased from Mrs Sherlock

### Sports Uniform

- Marsden PE shorts
- Marsden PE top
- Sports shoes
- White sports socks
- Marsden tracksuit
- Marsden sports bag
- Plain navy 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, school bags and sports 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, silver or pearl 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/dark brown headband, or a dark brown 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 hat 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 can remain in your daughter’s locker during the school day.

## Absences

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Please advise the school of any absence, lateness or appointments during school time, by 8.30am.

The best way to notify us is via the Marsden App or the Marsden Portal. Alternatively, email [absences@marsden.school.nz](mailto:absences@marsden.school.nz)

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 Director of Primary.

Pupils may not leave school during school hours without permission of a staff member.

## School Directory

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The Marsden School Directory is online, compiled using an app called ‘Directory Burst’. The directory contains parent/caregiver name and contact details and is only for the use of current Marsden families and staff of the school.

Parents and Caregivers who have indicated that they are happy to have their email and phone number published for this purpose are included in the School Directory.



## 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 at [marsden.school.nz/about/enrolments/transport/](https://marsden.school.nz/about/enrolments/transport/)

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.

## 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.

## 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 [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

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Each week, classes attend a timetabled school library session. These sessions are tailored sessions, primarily encouraging reading for pleasure through book talks, reading activities, and supported book selections for borrowing for home. Research and library skills are also introduced and taught on a regular basis using contextual and digital fun activities.

The library is open three lunchtimes each week, where Library staff are assisted by Year 6 Library Monitors. This allows for our lovely space to be used for reading, book exchanges and additional borrowing.

## 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.

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

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.

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 8707 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 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.

Please ensure your daughter stays home if she is unwell.

The school will continue to maintain good cleaning, hygiene and hand washing practices.

## 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/about/arrowsmith-program/> for more information and you can speak with [Elizabeth Coyle](#) about session options or if you have questions.

### Arrowsmith Whole Cohort Program

In 2022, Marsden Primary was the first in the world to implement the Arrowsmith Whole Cohort Program, which introduces Arrowsmith principles to Primary School students.

The premise of the Arrowsmith Whole Cohort Program is harnessing the brain's ability to change both its physical structure and functional organisation, which fosters lifelong learning. Key to this is the outcome of improvements in foundational learning capacities.

The exercises have been chosen to correlate with what is appropriate to the demands of learning for each year level. Cognitive enhancement is built on what makes sense for each year level, and will work to enhance the brain's capacity to learn. Students in Years 2–5 do Arrowsmith exercises for 30–40 minutes each day. Scheduling the program into the school day is flexible and fits into the daily schedule of each year group.

## Co-curricular activities

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### Sport

Registrations for summer sport (Term 1) in 2023 open on 7 December 2022 and close on 3 February 2023. Registrations for winter sport (Terms 2 and 3) in 2023 open on Tuesday 7 February 2023 and close on Friday 24 February 2023. 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 the Marsden website for registration details and information about private music lessons.

## Speech and Drama

Please visit the [Speech and Drama page](#) on the Marsden website for registration details and information about Speech and Drama lessons. Registrations for 2023 need to be submitted by 10 February 2023. 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

Bridie Gray [bridie.gray@dramaclub.co.nz](mailto:bridie.gray@dramaclub.co.nz)

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 Terms 1 and 4 for all children in the playground. This includes PE lessons, outdoor activities and break times.

## 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

Primary School email address

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

## 2023 Term Dates

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Term 1	Wednesday 1 February – Thursday 6 April <i>Note: Waitangi Day is Monday 6 February; Easter and Anzac Day fall during school holidays</i>	Term 3	Monday 24 July – Friday 22 September
Term 2	Wednesday 26 April – Friday 30 June <i>Note: King's Birthday is Monday 5 June; Matariki falls during school holidays</i>	Term 4	Tuesday 10 October – Thursday 7 December <i>Note: Labour Day is Monday 23 October</i>

## Communications at Marsden

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Here are the ways we communicate with you at Marsden:

1

### Seesaw

A learning and communication loop between students, teachers, and families. We use Seesaw to communicate what is happening in the classroom and classroom-related notices. School-wide communication will also be here, including school reports. Seesaw is the main platform for communication from the classroom to parents/caregivers.

2

### Newsletters and emails

You will be emailed the Marsden Newsletter every Friday. The newsletter can also be accessed via the Marsden App. The weekly newsletter contains the Principal's blog, 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. It is recommended that you look at these regularly.

3

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

Is designed for prospective families, but useful information for Marsden parents/caregivers (such as uniform, term dates etc.) can be found under i-SITE in the main navigation menu.

4

### The Marsden Portal

Log in to the Marsden Portal for access to specific information about your child, including attendance records, reports etc., as well as your account and contact details.

Access the Marsden Portal at the top right-hand corner of the Marsden website.

5

### Emergency information

This is important. You can find emergency information on the website (About section). We also use the Marsden App to send you any emergency alerts.

6

### The Marsden App

We encourage you to download the Marsden App. We use the App to send you general notifications/reminders and any emergency alerts. Using the Marsden App is the best way to notify the school of an absence. You are also able to access most of the features of the Marsden Portal, along with school contact details and the weekly newsletter.

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### News and social media

We share and celebrate school happenings and achievements on:

**Facebook** - MarsdenNZ

**Youtube** - MarsdenNZ

**Instagram** - SamuelMarsdenSchool

**School News page** - see <https://community.marsden.school.nz/#schoolnews> (you can filter on Primary School news)

**LinkedIn**

