



# Primary School Handbook

2025



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.

2025 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 Primary*

# Marsden

## Vision, Mission, Motto and Values

### ► 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

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

#### Hiranga Excellence

Marsden School is a high-performance environment where everyone aspires to be the best they can be in their academic and co-curricular pursuits.

#### Manahau Resilience

Our programmes focus explicitly on building resilience, knowing we can pick ourselves up and keep going, giving ourselves the greatest chance of personal happiness and success.

#### Auahatanga Creativity

We have 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 to create a successful future.

#### Oha Service

Our students know their place in the local and global community. They will honour the Anglican values and traditions of caring and having consideration for others as fostered and delivered through all our co-curricular programmes.

#### Whanaungatanga Respectful Relationships

We will form and forge reciprocally respectful relationships, where a sense of belonging is nurtured through shared experiences and working positively together as one Marsden family.



## Curriculum

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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
- 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. Primary students have unique opportunities to experience the Upper School science laboratories, Art House, gym and other Upper School facilities.

### How do we teach?

Marsden Primary is committed to building strong foundations in literacy and numeracy through evidence-based programmes. Our iDeaL Structured Literacy approach and PRIME Mathematics curriculum align with international best practices, offering teaching that is explicit, cumulative and systematic. These programmes are deeply embedded in our learning programme and ensure that students excel in their early years.

We are dedicated to meeting the individual needs of every student and offer tailored interventions when needed. Small classes are key to building meaningful relationships and keeping every child engaged and appropriately challenged, whether they are gifted and talented or require extra support. Personalised Learning is provided for students who have been identified as needing extra support. This is designed to meet the learner's specific needs and is done in collaboration with the classroom teacher, families and support staff.

We prepare our learners for the future by encouraging them to think critically. Creative problem solving, key thinking skills, managing self and collaborating with others are amongst the skills actively incorporated within our teaching.

## Hauora/Wellbeing

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Marsden has long been known for its supportive community and exceptional pastoral care. Our approach to hauora is school-wide and embedded in all that we do. As well as the Head of Primary and classroom teachers, Primary students have access to our expert Hauora Team, including our school nurse, counsellor, educational psychologist, and chaplain.

We want Marsden students to be empowered and equipped for lives of purpose and meaning. Therefore, we strive to help them recognise their own worth and to place value in living well. To achieve this, we have created Awhi, our tailored wellbeing education programme. In Te Reo Māori, Awhi means to nurture, care for, embrace, and cherish.



Grounded in our school values, wellbeing education at Marsden is intentional and specifically designed to best nurture students as they grow with us.



## How will I know my child is progressing?

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

### 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

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	Sarena Saunders

### Staff

Principal	Mrs Paula Wells
Head of Primary	Mrs Jo Burns
Senior Teacher	Mrs Christine Barlow
Primary School Office	Mrs Jo Sherlock
Head of Preschool	Dr Helen McConnell
Preschool Teacher	Mrs Kirsten Whitehead
Preschool Teacher Aide	Mr Enzo Vatselias

## Who will be working with my child?

### Primary School Staff

Mrs Sara Marett  
[sara.marett@marsden.school.nz](mailto:sara.marett@marsden.school.nz)

Ms Jennifer Neill  
[jennifer.neill@marsden.school.nz](mailto:jennifer.neill@marsden.school.nz)

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

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

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

Ms Lynette Kitney  
[lynette.kitney@marsden.school.nz](mailto:lynette.kitney@marsden.school.nz)

Miss Shannon Hayes  
[shannon.hayes@marsden.school.nz](mailto:shannon.hayes@marsden.school.nz)

### Support Staff

Primary Administrator	Mrs Jo Sherlock <a href="mailto:jo.sherlock@marsden.school.nz">jo.sherlock@marsden.school.nz</a>
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Children know teachers and staff by their surname.

## 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	Mrs Jo Coster <a href="mailto:jo.coster@marsden.school.nz">jo.coster@marsden.school.nz</a>
Personalised Learning	Mrs Rebecca Kelynack <a href="mailto:rebecca.kelynack@marsden.school.nz">rebecca.kelynack@marsden.school.nz</a>
Arrowsmith	Mrs Elizabeth Coyle <a href="mailto:elizabeth.coyle@marsden.school.nz">elizabeth.coyle@marsden.school.nz</a> Ms Mary Gavigan <a href="mailto:mary.gavigan@marsden.school.nz">mary.gavigan@marsden.school.nz</a>
Library	Ms Karen Richards <a href="mailto:karen.richards@marsden.school.nz">karen.richards@marsden.school.nz</a> Mr Sean O'Connor <a href="mailto:sean.oconnor@marsden.school.nz">sean.oconnor@marsden.school.nz</a>

## Hauora Team

School Chaplain	Mrs Sarah King <a href="mailto:sarah.king@marsden.school.nz">sarah.king@marsden.school.nz</a>
School Nurse	Mrs Susie Moncur <a href="mailto:nurse@marsden.school.nz">nurse@marsden.school.nz</a>
Educational Psychologist	Amelia Volkerling <a href="mailto:amelia.volkerling@marsden.school.nz">amelia.volkerling@marsden.school.nz</a>
School Counsellor	Sarah Richards <a href="mailto:sarah.richards@marsden.school.nz">sarah.richards@marsden.school.nz</a>



## 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

8.15am–8.45am	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

### Arrival Time

Students may be dropped off at school unaccompanied from 8.15am onwards. They are welcome to head straight to their classroom at this time. In the interest of safety, children arriving at school any earlier should be supervised by a parent until 8.15am, as staff require time to prepare for the day and attend morning briefing meetings.

**Exception:** Students in Years 5 and 6 who are part of the Chapel Choir may arrive from 8.00am on Fridays. After hanging up their bags and blazers, they must go directly to the music room, where they will be supervised by Mrs Jenny Gould.

### Independence

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.

### Assemblies

Assemblies are held each week. Every second Monday, we meet at 8.45am for 20 minutes and introduce the value focus for the following fortnight. Every second Friday, we have a class-led celebration of learning assembly from 2.15pm–3.15pm. Parents are welcome to join us at this assembly.

### Chapel

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

Each Wednesday 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.

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.

### Student-run Assembly

On a Friday afternoon once a fortnight, we hold a Primary School Assembly. At Assembly, Marsden values certificates are awarded for student of the 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 2.15pm–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's Chaplain 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.





## What will your child need at school?

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All items must be clearly labelled.

- Regulation uniform including rain jacket and PE uniform
- Change of underwear and socks in case of unexpected accidents (Year 1)
- Named lunch box with morning tea and lunch
- Named drink bottle (no glass)
- Reading book bag (Years 1–4)
- Named sunhat
- Box of tissues

## What will your child eat at school?

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### 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. Please bring a packed lunch on trip days, as lunch orders will not be available.

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.

Children have a minimum of 20 minutes to eat their lunch before moving to the playground. A teacher is always on duty at morning tea and lunchtimes. If the weather is wet or too cold, the children remain inside.

### Cafeteria/Lunch Orders

Parents/caregivers can order lunch for their child from the school cafeteria. All primary lunch orders must be placed online via [Lunchonline](https://www.lunchonline.co.nz) by 10.00am on the day of delivery. Primary students do not order directly from the cafeteria.

To get started:

- go to [www.lunchonline.co.nz](https://www.lunchonline.co.nz)
- register an account
- add your child(ren), including name and classroom
- make a payment to top up your account
- select items and place your order.

Once registered, you can simply log in to [Lunchonline](https://www.lunchonline.co.nz) to place future lunch orders.

## What is expected of your child?

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### 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

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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.

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
- 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 navy sunhat for playground

### Winter

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

### Optional

- Marsden scarf
- Marsden beanie
- House T-shirt (Spratt – red, Fitzherbert – yellow, Innes – blue) for sports events
- House badges can be purchased from Jo 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 (04) 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 group, ‘[Marsden Uniform Resale](#)’, where good quality pre-loved uniform is offered for sale to Marsden parents and caregivers.

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 plain 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.

Correct uniform is to be worn to and from school.

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 8.25am.

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 student 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 Primary.

Students 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 <https://www.marsden.school.nz/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 laptops 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 their own digital device. We recommend a laptop or MacBook. For further information, please read our information sheet on [Teaching and Learning with BYOD](#).

We encourage responsible use of their devices and students are asked to sign an Acceptable Use Agreement annually. We recommend that parents and students visit Netsafe <https://www.netsafe.org.nz> for guidelines on children's online safety and setting up their device.

As we use Google as our main platform for monitoring student devices and sharing classroom work, it is expected that when at school, the girls sign into their school Google accounts and work from these during school hours.

As these devices are a tool for learning, children are not to use devices to communicate home during the school day without first asking a teacher or seeing Jo Sherlock.

## Cell Phones and Smart Watches

All student cell phones will be handed to Jo Sherlock at the beginning of each day. These will be kept secure, and it will be the students' responsibility to collect them at the end of each day.

Students with smart watches must disable the connectivity function during the school day.

Parents and students should contact each other via Jo Sherlock and the Primary Office.

## 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

## 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.

## Education Outside the Classroom (EOTC)

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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 through Operoo.

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 student who contracts head lice must remain at home until it has been treated. Please inform the classroom teacher so parents/caregivers can be notified to check their child.

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.



## 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.

## Co-curricular activities

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### Sport

Registrations for summer sport (Term 1) in 2025 opened on 6 December 2024 and close on Sunday 2 February 2025. Registrations for winter sport (Terms 2 and 3) also opened on 6 December 2024 and close on Sunday 23 February 2025. 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 & Active Recreation Coordinator [Jessica Gill](#).

### 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 2025 need to be submitted by 24 January 2025. New students starting throughout the year can contact Bridie Gray to register.

Students are permitted to select up to two extra-curricular lessons a week, preferably not during core teaching time. This enables consistency and continuation of the classroom programme. It is the parents'/caregivers' responsibility to communicate with the itinerant teachers, not the classroom teacher.

### Contact details

Sports & Active Recreation Coordinator  
Jessica Gill [jessica.gill@marsden.school.nz](mailto:jessica.gill@marsden.school.nz)

Director of Music  
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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Please do not drive onto the school grounds when delivering or collecting children. Students must be dropped outside the school grounds at all times unless exceptional arrangements have been made in advance and agreed with the Principal, Head of Primary or Chief Operating Officer. Note exemptions are granted ONLY to parents with small babies or parents with disabilities. Our roadways are used throughout the day by pedestrians, including our younger students. If you are driving onto the school grounds during the school day for a legitimate reason, please use the Marsden Avenue entrance only and observe the speed limit (walking speed only).

To maintain safe walking routes for students at the beginning and end of the school day:

- the Vera Street entrance is closed between 3pm and 4pm
- the Donald Street entrance is closed between 8am and 4pm
- the Marsden Avenue entrance is closed between 8am and 4pm.

## 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.

## Marsden Primary contact details

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### Primary School telephone and email

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Mrs Jo Sherlock (04) 476 8707 ext 832  
[jo.sherlock@marsden.school.nz](mailto:jo.sherlock@marsden.school.nz)

### Head of Primary telephone and email

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Mrs Jo Burns (04) 476 8707 ext 848  
[jo.burns@marsden.school.nz](mailto:jo.burns@marsden.school.nz)

## 2025 Term Dates

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Term 1	Monday 27 January – Friday 11 April <i>Note: Waitangi Day is Thursday 6 February.</i>
Term 2	Monday 28 April – Friday 27 June <i>Note: King's Birthday is Monday 2 June; we have a staff only day Tuesday 3 June; Matariki is Friday 20 June.</i>
Term 3	Monday 21 July – Friday 19 September
Term 4	Monday 6 October – Thursday 4 December <i>Note: Labour Day is Monday 27 October; we have a staff only day Monday 3 November</i>

## Communications at Marsden

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Here are the ways we communicate with you at Marsden:

1

### Newsletters and emails

You will receive the Marsden Newsletter by email every Saturday morning during term time from 'Marsden School' (marsden\_nz@mail.ptly.com). The newsletter is also available on the Marsden App. The Marsden Newsletter contains the Principal's blog, a link to the school calendar, details of upcoming events, community notices and news celebrating student events and achievements.

**Within the Marsden Newsletter, you will find links to the Primary Newsletter and the Primary Notices, which provide information specifically for Marsden Primary. We recommend you read these each week to stay up to date.**

In addition, you will occasionally receive event invitations from the same Marsden School email address, and emails from Head of Primary, Jo Burns, Primary Administrator, Jo Sherlock and your child's teacher. For staff contact details, refer to pages 7 and 14 of this handbook.

2

### Seesaw

Teachers use Seesaw to communicate what is happening in the classroom and share learning stories and photos.

3

### Marsden website

The [Marsden website](#) is primarily designed for prospective families, but it also contains useful information for Marsden parents/caregivers. Resources such as uniform guidelines, term dates etc. can be found under **QUICKLINKS** in the main navigation menu. For school news, notices, events and sports information, you can access the [Community](#) and [Sports](#) websites via the blue bar at the top of the Marsden website.

4

### 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. You can access the Marsden Portal in the blue bar at the top of the Marsden website.

5

### Emergency information

Emergency information will be posted on the homepage of our website. 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.

7

### News and social media

We share and celebrate school happenings and achievements on:

**Social media** - Facebook [MarsdenNZ](#) | YouTube [MarsdenNZ](#) | Instagram [SamuelMarsdenSchool](#) | LinkedIn [samuel-marsden-collegiate-school-karori](#)

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

**Got a great news story you'd like to share with us? Email [news@marsden.school.nz](mailto:news@marsden.school.nz)**

