



Primary School Handbook

2026



SAMUEL
MARSDEN
COLLEGIATE SCHOOL

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Welcome to the Marsden family



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 Middle 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 are very special part of coming to Marsden.

2026 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 on supporting your daughter to develop a strong sense of wellbeing and a positive attitude towards herself and others. Our approach to hauora is school-wide and embedded in everything we do, with daily opportunities for tamariki to engage in learning and activities that nurture resilience, positivity, and our 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 key aspects of the curriculum and provides general information that you may need throughout the year. Please don't hesitate to contact your daughter's classroom teacher or me 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

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, French, Physical Education and Music. Primary students also benefit from access to the Middle and Senior School facilities, including Science labs, Art House, gym, auditorium, artificial turf and sports fields.

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 help. 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

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, counsellors, and chaplain.

We take an intentional approach to fostering a safe and inclusive environment, featuring the KiVa Programme, which equips students with tools to navigate social challenges and build healthy relationships. Our House system also enhances students' sense of belonging, creating a close-knit community across all year levels.

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



How will you 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

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, 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

School Directory

The Marsden School Directory is accessible as a PDF through the [Marsden Portal](#). It includes two versions: a full directory organised by student surname, and a list for each Home/Form Class.

Only parents/caregivers who have agreed to share their email and phone number are included. Any updates to privacy, email address or phone numbers can be made via the Quicklink in the [Marsden Portal](#).

Privacy disclaimer: This directory is intended for the private use of Marsden families only. The contact information provided is to be used solely for school-related communication and social purposes within the Marsden community. Please do not share or distribute this information outside of the Marsden network. Unauthorised use, including for commercial purposes or mass communication, is strictly prohibited.

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.

House system

Marsden Primary has three Houses:

- Fitzherbert (yellow)
- Innes (blue)
- Sprott (red)

Houses are allocated to students on enrolment. If a student has a family member who previously attended Marsden, they will be placed in the same House. Otherwise, Houses are allocated to ensure balanced numbers across the groups. Tamariki quickly form connections and friendships within their House groups.

Primary School administrative structure

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

Positions of Responsibility

Trust Board Chair	Jo Wills
Board of Management Chair	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 Teachers

Mrs Sarah Ash
sarah.ash@marsden.school.nz

Ms Belinda Evans
belinda.evans@marsden.school.nz

Mrs Christine Barlow
christine.barlow@marsden.school.nz

Ms Lynette Kitney
lynette.kitney@marsden.school.nz

Miss Shannon Hayes
shannon.hayes@marsden.school.nz

Support Staff

Primary Administrator Mrs Jo Sherlock
jo.sherlock@marsden.school.nz

Specialist Teachers

Music and French Ms Jenny Gould
jenny.gould@marsden.school.nz

Physical Education Mrs Jo Coster
jo.coster@marsden.school.nz

Te Reo Māori Mrs Jo Coster
jo.coster@marsden.school.nz

Personalised Learning Mrs Rebecca Kelynack
rebecca.kelynack@marsden.school.nz

Arrowsmith Mrs Elizabeth Coyle
elizabeth.coyle@marsden.school.nz
Ms Mary Gavigan
mary.gavigan@marsden.school.nz

Hauora Team

School Chaplain Mrs Sarah King
sarah.king@marsden.school.nz

School Nurse Mrs Susie Moncur
nurse@marsden.school.nz

School Counsellors Mrs Kaye Wilmshurst
kaye.wilmshurst@marsden.school.nz

Ms Sarah Richards
sarah.richards@marsden.school.nz

Library

Head of Libraries and Information Centre Ms Karen Richards
karen.richards@marsden.school.nz

Librarian Mrs Jennifer Nicholas
jennifer.nicholas@marsden.school.nz

Marsden Primary contact details

Primary School telephone and email

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

Head of Primary telephone and email

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

Children know teachers and staff by their surname.

Your child's first day at school

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?

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?

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?

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 if they have ordered lunch from the school cafeteria. Children should have a refillable water bottle for morning tea and lunch.

Lunch

Your child should bring a packed lunch. Alternatively, lunches can be ordered from the school cafeteria (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, 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 [ezlunch](https://www.ezlunch.co.nz) by 10.00am on the day of delivery. Fine Cuisine will prepare all orders and deliver them straight to the classroom.

To order, please use the MyKindo app (iPhone or Android) or order online at www.ezlunch.co.nz

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.

Encourage your daughter to retain 'ownership' of her homework, while 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.

Manaaki at Marsden after school care

Marsden families with students in Years 1–8 have access to our on-site after school care programme, *Manaaki at Marsden*. The programme runs daily from 3.15pm to 5.30pm in the Primary Manaaki Room and provides a calm, caring space for students to relax, play, and recharge at the end of the school day.

Children enjoy afternoon tea, free play, quiet time, homework support, and a range of activities both indoors and outdoors. The programme is designed to be flexible so students can unwind in the way that suits them best. Parents or authorised caregivers must sign children out when collecting them.

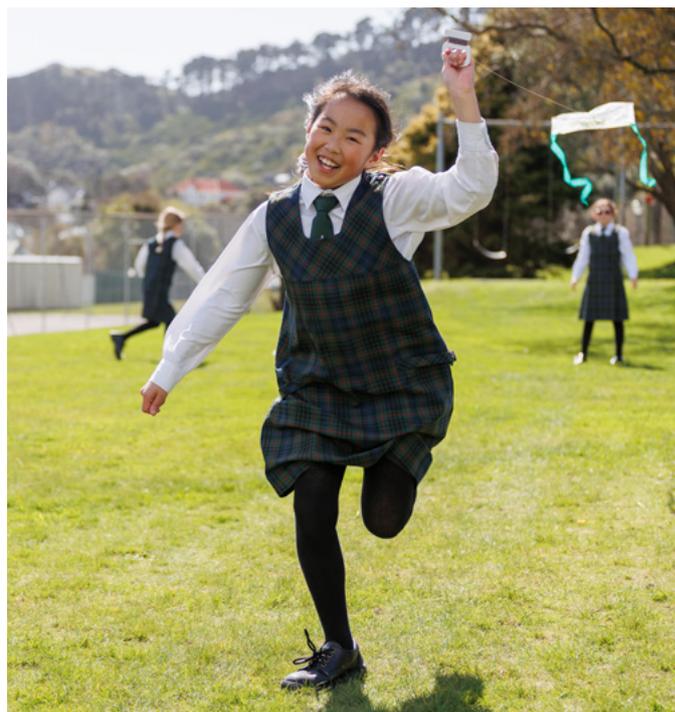
For full programme details, fees, and booking instructions visit <https://www.marsden.school.nz/our-schools/primary/after-school-and-holiday-care>.

Bookings

Parents/caregivers can book on a regular basis or casually up to one hour before the session begins using our [online booking system](#), with places subject to availability. We encourage families to set up an account in advance so they can make bookings easily whenever needed.

Automatic enrolment and late pick up

School finishes at 3.15pm. If a child in Years 1 to 6 has not been collected by 3.30pm, they will be taken to *Manaaki at Marsden* for supervision. If space is available, the standard daily fee will apply and an invoice will be generated.



Uniform

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. Items can also be purchased online. 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

Please advise the school of any absence, late arrival, or early departure by 8.25am. The simplest way to do this is via the Marsden App or the [Marsden Portal](#). Alternatively, email absences@marsden.school.nz.

If a student is marked absent and we have not received notification, parents/caregivers will be contacted via our text messaging system.

If your daughter arrives late or needs to leave early, please make sure she signs in or out on the tablet at the school office.

Any student wishing to be excused from school, except for medical and dental appointments, must obtain prior permission. For extended absences, approval must be sought from the Head of Primary.

Students are not permitted to leave school during the day without permission of a staff member.



Marsden Portal

The [Marsden Portal](#) gives parents/caregivers access to their child's information and reports. Family accounts, invoices and receipts are also available here. Each parent/caregiver who has indicated to the school that they wish to receive student/school information will have their own login. You can update your details at any time using the Quicklink (instructions can be found [here](#)).

Disability

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

Transport

Getting to Marsden is easy, and there are several ways to travel depending on where you live. Full details, timetables and routes can be found at <https://www.marsden.school.nz/enrolments/transport>

Metlink school buses

Dedicated Metlink school buses travel to and from Marsden from suburbs all over Wellington. These buses use Snapper cards for payment and arrive and depart from the Vera Street entrance. Afternoon buses leave at 3.40pm. There is a duty teacher who monitors the children as they leave Marsden at the end of the day. Younger children can be buddied with an older student travelling on the same bus. Please speak to your child's teacher to arrange this.

Hutt Link bus

The Hutt Link bus departs daily from Eastbourne and travels through Lower Hutt, Petone, Thorndon and Wellington Railway Station before heading up to school in the morning, and returns the same way in the afternoon. The Hutt Link uses [RollCall](#), which is a GPS based tag on/off safety system. There are limited seats on this service and bookings must be made in advance. Payment is made via your school account.

Train connections

If you travel into Wellington Railway Station by train, you can connect directly to Marsden on the Hutt Link. Alternatively, you can catch a public bus that stops on Karori Road, such as Bus 2 or Bus 34.

RollCall tags

If you use the Hutt Link, you will be given a RollCall tag to use when you get on and off the bus. If you ever need a replacement tag or help with your tag, see Jo Sherlock.

Bring Your Own Device

Girls in Years 4–6 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 are to 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

Please do not bring the following items to school:

- Electronic toys/games
- Chewing gum or sweets
- Precious or special toys

Emergency Procedures

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

Each week, classes attend a timetabled school library session. These sessions are run by the classroom teacher and will be focused primarily on encouraging reading for pleasure, reading activities and sharing a love of books. Upper Primary students may also use the Library for research skills and inquiry learning.

The library is open three lunchtimes each week, where Library staff are assisted by Year 6 Library Monitors. Students can enjoy the space for reading, exchanging books, borrowing extra titles, and taking part in a weekly book group led by library staff.

Education Outside the Classroom (EOTC)

Throughout the year, we organise excursions to support learning. You will be notified of the details through an eForm on the Marsden Portal. We will often invite parent volunteers to assist.

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

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

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

Medical Issues

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.

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 contact the [school nurse](#). Any serious medical condition should be discussed with the school nurse and Head of Primary.

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 Program®

The Arrowsmith Program® 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 profiles (more complex cognitive needs). Please refer to the [Arrowsmith page](#) on the Marsden website for more information. Please contact [Elizabeth Coyle](#) about session options or if you have questions.

Co-curricular activities

Sport

Registrations for summer sport (Term 1) in 2026 close on Wednesday 28 January 2026. Registrations for winter sport (Terms 2 and 3) close on Wednesday 3 February 2026. All of the sports available to Marsden Primary students can be found on the [Sports website](#). You can click on each sport for information about important dates, uniform and costs. You are then able to register for each sport via a link at the top of each individual sports page.

For students 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 for students in Years 3–6.

Speech and Drama

Please visit the [Speech and Drama page](#) on the Marsden website for registration details and information about Speech and Drama lessons. 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. Where possible, please work with your child's classroom teacher when planning lesson times. 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

Director of Music
Marian Campbell marian.campbell@marsden.school.nz

Speech and Drama
Bridie Gray bridie.gray@dramaclub.co.nz

Jennifer Evans Dance Studio
Jennifer Evans j.evansdance@gmail.com

Your child's safety

The safety of our students and staff is paramount.

Safety around cars

Please do not drive onto the school grounds when dropping off 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 Business Director. 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.

Please also respect our neighbours and their rights to quiet enjoyment of their properties. Turning in, or driving onto, their driveways or garden areas should be avoided. Many roads adjacent to the school feature broken yellow lines, which means stopping or parking is illegal. Doing so causes obstruction or danger to other road users, whether these are drivers, cyclists, pedestrians or buses. Please observe all such traffic signs at all times.

Boundary

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 (accessed via Vera Street)

Police vetting

All Marsden staff are police checked and the school requires any adults (including volunteers and contractors) with responsibility for, or contact with, students to agree to a police check. This includes parents/caregivers who volunteer to coach or manage a sports team or cultural group, who accompany a school field trip, accompany camps etc. The staff member involved with the activity will provide the appropriate forms to volunteers or these can be obtained directly from the [Principal's EA](#).

The names of accompanying adult volunteers will be made available by email or letter to the parents/caregivers of all students participating in any trip, excursion, sports, cultural activity or camp. If a parent/caregiver has concerns from a student safety perspective about the suitability of any volunteer, they should raise this in the first instance with the staff member arranging the activity.

Stationery

Primary students are not required to bring stationery except for a named pencil case. Exercise books are supplied by the school.

Sunblock and hats

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.

2026 Term dates

Term 1	Tuesday 27 January – Thursday 2 April <i>Note: Waitangi Day is Friday 6 February</i>
Term 2	Monday 20 April – Friday 3 July <i>Note: ANZAC Day (observed) is Monday 27 April; King's Birthday is Monday 1 June; we have a staff only day Tuesday 2 June</i>
Term 3	Monday 27 July – Friday 25 September
Term 4	Monday 12 October – Thursday 3 December <i>Note: Labour Day is Monday 26 October; we have a staff only day Monday 9 November</i>

Communications at Marsden

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 any emergency alerts. Using the Marsden App is the simplest 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

