

# Cobden School



## School Information Booklet

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 CobdenSchool  
Greymouth  
School

## WELCOME TO COBDEN SCHOOL

53 Fox Street

COBDEN

Telephone Number: 768 7465

Fax Number: 768 0387

School email: [reception@cobden.school.nz](mailto:reception@cobden.school.nz)

School website: [www.cobden.school.nz](http://www.cobden.school.nz)

Dear Parents / Caregivers

The Staff and I welcome you to Cobden School.

At Cobden we take a positive approach to the educational, emotional and social needs of your child / children. We have a specialist team of teachers, each with the expertise to meet the diverse range of needs, which are present across all schools.

Our school is an open, supportive, caring and friendly environment where our staff lead by example to provide a sound primary school education. We endeavour to foster an ongoing love of learning. As Principal, I actively promote positive and strong partnerships between home and school.

We look forward to you being a part of the Cobden School experience. I know that you and your family will feel welcome at Cobden School and will benefit from what our community school has to offer.

Nga Mihi,

Noula Markham  
Principal



## **VISION**

*‘Cobden School is a community of high achieving, confident, engaged and caring global thinkers.’*

### ***Beliefs and Values***

#### ***Caring, communication and co-operation.***

These values are embedded within our school community. This is reflected in the way we speak to others and our actions.

These aspects of the school's programme are valued

- A wide range of learning opportunities for pupils is offered
- Close attention to individual development is important
- Extra-curricular activities by pupils are fostered

## **CHARTER**

A copy of the School Charter is available on our website.

## **SCHOOL EXPECTATIONS (The 3 C's)**

**Our key behaviours are**

**Caring  
Co operation  
Communication**

## **CONTACT PHONE NUMBERS AND ADDRESSES**

It is necessary for us to have current contact details. Please ensure the office is informed of any changes to your telephone number or address. Emergency contact people and telephone numbers may also need to be updated from time to time.

## **ABSENCES**

If your child is going to be absent, please phone the School Office 768 7465 before 9.00am or use the FREE Skool Loop app, and give a reason for the absence. If you do not notify us, then you will be telephoned. This is a Health and Safety requirement.

## **OPEN COMMUNICATION**

Our primary goal is to create the best learning environment for the students of our school. We encourage open communication and prefer that parents come to us *first* to talk through a problem rather than discussing it in the community. Please first try and resolve the issue with the person concerned rather than taking the matter directly to the principal initially. However, from time to time you may need to consult with the principal, especially if you cannot resolve the issue. If you feel you need to make an informal complaint, there are policies in place (See 'Policies and Procedures.')

## **POLICIES AND PROCEDURES (including COMPLAINTS)**

Current school policies and procedures are available for viewing at <http://cobden.schooldocs.co.nz/> (note: there is no www) User name: cobden Password: cobden. Policies are put forward for parent consultation and review from time to time.

## **REPORTING TO PARENTS / CAREGIVERS**

While we do report to parents on a regular basis, we do encourage parents to speak with the teacher or principal as the need arises. Your child's welfare and well-being is paramount. We urge you not to leave matters until formal reporting / interview times.

**Written and Verbal Reporting** – All students receive a mid year report and conference in Term 3 and end of year report in December.

## **APPOINTMENTS**

The Principal and members of staff are always willing to make themselves available to discuss any aspects of your child's schooling and you should not have any hesitation about contacting the school to seek clarification on any aspect concerning your child /children's education. However, because of ongoing commitments, the principal and teaching staff may not always be immediately available. To make an appointment to see the principal, please phone the School Office. To see a teacher, please arrange a mutually agreeable time to meet.

## **NEWSLETTERS**

You will receive regular newsletters courtesy of your children. We regard these newsletters as an important link between school and community and encourage you to read them. These are also available to view on our school website: [www.cobden.school.nz](http://www.cobden.school.nz) or on our Facebook page or Skool Loop app.

## **ASSEMBLIES**

Parents / Caregivers are welcome to attend all school functions. Assemblies are held approximately three times per term on alternate Fridays at 2.30pm in the school hall. Assembly dates are advised in our school newsletter.

## **AWARDS**

Pupils are given 'Caring Cards' and merit awards for a wide range of endeavours including class work, special efforts, good conduct, sportsmanship, responsibilities and initiative. There is a conscious effort by staff to commend, guide and encourage pupils in all aspects of their schooling and positively reinforce acceptable behaviour.

## **TEAM ORGANISATION**

At Cobden School we have teams of students rather than classes. Each team is organised in the best possible way in order to meet the wide range of children's needs and Ministry Funding. Teachers are allocated according to the number of students on the school roll, not numbers of class levels.

## **SPECIAL NEEDS**

The school recognises the needs of children who have special needs and abilities and has a policy to guide the development of special programmes. We pride ourselves on a system which detects difficulties or talents early. We then set out to deal with the issues. A Resource Teacher of Literacy and a Reading Recovery Teacher work in the school with children who have recognised literacy needs. Resource Teachers of Learning and Behaviour work with students that have learning or behaviour needs. We also have a Social Worker in school once a week to work with students.

## **ENROLMENT OF NEW ENTRANTS**

Your child is welcome to visit his / her prospective class during the four weeks prior to school entry. Please don't hesitate to contact the school to collect an enrolment pack from our school office and/or make a time with the New Entrant teacher for these visits. Your child's birth certificate and immunisation certificate are required at the time of enrolment. We always welcome the opportunity to meet with parents / caregivers of prospective new entrant pupils.

## **TECHNOLOGY MATERIAL COST – Year 7 & 8**

Students in years 7 and 8 attend technology at Greymouth High school for which there is a Material fee of \$79.00 per student. These fees are NOT covered by the Board of Trustees and are forwarded directly onto Greymouth High School for materials so your student can bring home their projects. Official receipts are issued.

## **SCHOOL UNIFORMS**

School uniform is compulsory, and can be purchased from the Warehouse.

- A red or white polo shirt/skivvy/tee shirt
- Black shorts/track pants
- A pinafore, skirt or skort made from the Cobden School tartan
- A Red sweatshirt/polar fleece
- A wide brimmed hat of any colour – Terms 1 and 4 (for when outside)

## **STATIONERY**

All stationery items required by your child are available at very reasonable prices from the school office. By purchasing through the school, you ensure that you get the correct stationery. At the start of the school year, all children are issued with a list indicating their stationery requirements. You can go through this and tick off what your child needs, as he/she may have suitable stationery left over from the previous year. The list may be brought in with the money to the school office between 8.30am - 9.00am and 3 – 3.15 pm daily. We have Eftpos available too.

## **HEALTH**

The very best place for a sick child is at home, so please keep sick children at home but let us know when this happens. Please also keep us up to date with information about special medical conditions applying to your child e.g. allergies, asthma etc. A supply of medication may be sent to school for students with conditions such as Asthma, however, a medical form obtainable from the School Office must first be filled out before staff can administer medication. Staff members who hold a current first aid qualification are available to help your child/children if and when needed.

## **HOME LEARNING**

Home learning is an extension of the school learning programme and supports, enhances and consolidates teaching and learning. It provides a positive link between home and school. This procedure applies to the following: *homework, stand down, suspension, school closure and prolonged sickness*. See more under 'Home Learning' in our current policies and procedures: <http://cobden.schooldocs.co.nz/>

## **PROMOTING INDEPENDENCE**

We endeavour to encourage all students to develop a sense of responsibility for themselves, their behaviour and belongings, as this promotes independence. This includes waving 'Goodbye' to your child/ren *at the school gate* and encouraging your child/ren to be responsible for their belongings.

## **LOST PROPERTY**

Please name your child's clothing. Lost property is kept outside the Resource Room (near the library), and some teachers have a box in their room where they put clothing that is left at school. We encourage children to take responsibility for looking for their misplaced belongings, but parents/caregivers are also welcome to check in the lost property container. Lost property is put on display once a term after an assembly.

## **BOOK CLUB**

Children have the opportunity to purchase Scholastic New Zealand books at regular intervals at really competitive prices. This is administered through the school office.

## **DUFFY BOOKS IN HOMES**

The school is a member of the Duffy Books in Homes Programme. Several times throughout the year the students get an opportunity to select books that they get to keep. It is a programme designed to encourage and promote reading both at school and at home.

## **LIBRARY / COMMUNITY LIBRARY**

The library is open Monday - Friday during school hours. All classes have regular time slots allocated for library use. It is also open at lunch times. Please encourage your child /ren in the prompt return and care of books.

## **PHYSICAL EDUCATION AND SPORTS**

Children require suitable clothing and footwear to enable them to participate fully in the daily physical education programme. A Kiwi Sports Programme is implemented in the school. Children enjoy taking part and developing their skills to the best of their ability.

## **SUN HATS AND SUNSCREEN**

When outside during the summer months i.e. during Terms 1 and 4, all children are required to wear a wide brim sunhat to protect themselves from the sun. The school policy is 'No Hat, No Play' and students without hats will be asked to sit under cover in the shade. Sunscreen is also available.

## **SWIMMING**

The school swimming pool is open from October - April for daily instruction as part of the school curriculum. The naming of **ALL** clothing, including togs and goggles, is particularly important at this time of year.

## **BIBLE IN SCHOOLS**

This is available in all of our Teams. The members of the Bible-In-School team are volunteers from a local church. If you do not want your child to be involved, a written note needs to come to the office and your child/ren will then attend a 'Values' class run by a school staff member instead.

## **OUT OF SCHOOL MUSIC**

Out of School Music Classes are available for Year 5 - 8 pupils, aged 9 years and older to learn drums, guitar or keyboard. There are a number of classes, please contact the school office for more information.

## **LUNCHES & BREAKS**

Morning break is 10.30am - 10.50am daily. We feel the children require a morning break snack every day. As we are a Fruit-in-schools school, there is always fruit available. Lunch break is 1pm – 2pm. Children remain seated while eating. Please ensure that your child/ren have a *plastic* drink bottle which only contains **water**. The school organises the sale of lunch orders on Tuesdays (Subway \$6.50) and Thursdays (Cobden Takeaways Fish and Chips \$5) should your child require a bought lunch. All Lunch orders are taken at the Office from 8.30am to 9am and delivered to the school at lunch time.

## **PLAYGROUND**

We are proud of our playground, which our community worked hard to fundraise for. During school hours the playground is supervised by duty staff.

## **BICYCLES**

No cycling is permitted within the school grounds before or straight after school. Before allowing children to ride to school, parents/caregivers must ensure that their children are not only proficient cyclists, but that they also wear safety helmets and have an adequate understanding of basic road rules. In accordance with the N.Z. Police recommendation we are advised that children should not ride to school until their peripheral vision is developed, which occurs around 10 years of age or older.

## **ROAD CROSSING**

Children trained as Traffic Wardens are on duty at three points where children cross roads. The potential danger is high. Younger children need to be able to recognise Traffic Wardens, who wear high-vis vests, and they should be encouraged to use these crossings. The Traffic Wardens patrol 3.00pm - 3.10pm Monday to Friday. There is always a Staff member out on duty with the Traffic Wardens.

## **PARENT INVOLVEMENT**

We love to see parents / caregivers at school and so do your children, but our learning time is precious, so please say ‘Goodbye’ and leave your child/ren at the gate in the mornings. Should there be a piece of work they are proud of and wish to show you, they can meet you at the gate after the 3pm bell and bring you in to show you. There are many other practical ways in which you can assist our staff. Class teachers will send out notices requesting assistance at sports, swimming lessons and class excursions. We do value your assistance.

## **COBDEN PLAYGROUP**

For Pre-schoolers on Tuesdays and Fridays 9.30am to 12.30pm during term time. Located at Cobden School - Room 7 - Please enter via the Fox Street main gate  
All inquiries regarding Playgroup please phone: WestReap 0800 027 327

## **SCHOOL ORGANISATION**

**Hours** 9.00am - 3.00pm Monday to Friday

**Office Hours** 8.30am – 3:15pm Monday to Friday

### **Internet Banking**

Cobden School Board of Trustees 12 3168 0350729 00

### **Dates for 2021 are:**

#### **Term Dates**

Term I 3<sup>rd</sup> February – 16<sup>th</sup> April

Term II 3<sup>rd</sup> May – 9<sup>th</sup> July

Term III 26<sup>th</sup> July – 1<sup>st</sup> October

Term IV 18<sup>th</sup> October – 16<sup>th</sup> December

#### **Statutory Holidays**

Waitangi Day

Monday 8<sup>th</sup> February

Easter:

Good Friday 2<sup>nd</sup> April

Easter Monday 5<sup>th</sup> April

Easter Tuesday 6<sup>th</sup> April

Queen's Birthday

Monday 7<sup>th</sup> June

Anzac Day Holiday

Monday 26<sup>th</sup> April

Labour Day

Monday 25<sup>th</sup> October

Westland Anniversary Day

Monday 29<sup>th</sup> November

## **STAFFING PERSONNEL**

Principal

Mrs Noula Markham

Teachers

Ms Caren Irvine (Mokomoko Tahi)

Ms Zara Gibbens (Mokomoko Rua)

Mrs Michelle Urban (Kowhai Ruma Toru)

Mr Michael Davey (Kowhai Ruma Tahi)

Mrs Miriam Henderson (Kowhai Ruma Rua)

Special Needs Co-ordinator  
(SENCO)

Mrs Michelle Urban

Office Administrator  
Principal's PA

Carolyn Arnold  
Marilyn

Support Staff

Naomi Bromilow  
Alison Houston (Library/Resources)  
Michelle Gurden  
Marilyn (Speech)  
Joel Millar

Dental Nurse

Raewyn McLeod

Cleaner

Leanne Blake

Caretaker

Jeremy Ewan

**BOARD OF TRUSTEES - *meets once a month at 5.00pm in the Staffroom.***  
***Parents are most welcome to sit in on Board Meetings.***

Chairperson

Suzanne Beckett

Board Members

Craig Bryant

Ian Johnson

Miriam Henderson

Principal

Noula Markham