

Cobden School



Information

Booklet



**Te Kura o
Cobden
Cobden School**

School/
university



WELCOME TO COBDEN SCHOOL

53 Fox Street

COBDEN

Telephone Number: 768 7465

Fax Number: 768 0387

School email: reception@cobden.school.nz

School website: www.cobden.school.nz

Kia ora tatou

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 learners where wellbeing and relationships encourage ākonga to be confident, engaged and caring critical thinkers”

Our vision gives us a mandate to create new pathways to build greater success for our kura.

In order for our kura to achieve the vision, 3 key strategic goals have been identified as the most important for success.

First is to build strong partnerships with iwi and strengthen our cultural capabilities. In order for our kura to be more culturally responsive and create a sense of belonging for all our ākonga, we need to be open to a change in our thinking and practice as guided by iwi.

The second is to strengthen links between home and school to increase engagement. We know that in the last couple of years there has been a strong feeling of disconnectedness with our kura. We need to reconnect on all levels.

Lastly we need to provide a safe physical and emotional learning environment. We believe that the wellbeing of our ākonga means our environment needs to nurture wellbeing for all.

Strategic Plan - A copy of the School Strategic plan is available on our website.

SCHOOL EXPECTATIONS (The 3 C's)

Manaakitanga Caring
Mahi Ngātahi Co-operation
Kōrero Mai 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 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 Thursday's 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 high school for which there is a Material fee per student. These fees are NOT covered by the Board and are forwarded directly onto the 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/>

Cobden School Hybrid Learning Site:

<https://sites.google.com/cobden.school.nz/cobden-school-home-learning/home>

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

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.

LUNCHEES & BREAKS

We are a part of the Healthy Lunches in school programme which means Lunch is provided. Please advise us of any Dietary requirements. Lunch break is 12.45pm – 1.45pm. Children need to have a *plastic* drink bottle which only contains **water**. Morning Tea break is 10.30am - 10.50am daily. Children require a morning break snack from home every day. As we are a Fruit-in-schools school, there is always fruit available.

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.

SCHOOL COMMUNITY INVOLVEMENT

We love to see Whānau / Family 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 Thursdays 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 12 3168 0350729 00

Dates for 2023 are:

Term Dates

Term I 1st February - 6th April

Term II 24th April - 30th June

Term III 17th July - 22nd September

Term IV 9th October - 18th December

Statutory Holidays

Waitangi Day

Monday 6th February

Easter:

Good Friday 7th April

Easter Monday 10th April

Easter Tuesday 11th April

Anzac Day Holiday

Tuesday 25th April

King's Birthday

Monday 5th June

Matariki

Friday 14th July

Labour Day

Monday 23rd October

Westland Anniversary Day

Monday 4th December

There will be 2 teacher only days in 2023 – Dates to be advised.

STAFFING PERSONNEL

Principal	Mrs Noula Markham
Teachers	Ms Caren Irvine (Mokomoko Tahī) Mrs Miriam Henderson (Mokomoko Rua) Miss Zara Gibbens (Kowhai Tahī) Mrs Michelle Urban (Kowhai Rua)

Special Needs Co-ordinator (SENCO)	Mrs Michelle Urban
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Office Administrator	Carolyn Arnold
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Support Staff	Naomi Bromilow Michelle Gurden Marilyn (Speech)
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Cleaner	Leanne Blake
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Cobden School Board - *meets once a month at 5.30pm in the Staffroom.*
Parents are most welcome to sit in on Board Meetings.

Chairperson	Suzanne Beckett
Board Members	Natalie Palenski Belinda Coleman Michelle Urban
Principal	Noula Markham