



COBDEN SCHOOL INFORMATION BOOKLET 2026



Te Kura o Cobden | Cobden School

53 Fox Street, Cobden, Greymouth

Phone: 03 768 7465

Email: reception@cobden.school.nz

www.cobden.school.nz



WELCOME TO COBDEN SCHOOL

53 Fox Street

COBDEN

Telephone: 768 7465

School email: reception@cobden.school.nz

School website: www.cobden.school.nz

Kia ora tātou

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.

Ngā mihi,

Noula Markham Principal



VISION

“A community of learners where wellbeing, relationships, and joyful learning empower ākonga to be confident, engaged, creative, 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.

1. Continue to build strong partnerships with iwi and whānau to embed iwi aspirations and local pūrākau in the curriculum, enhancing cultural capability and home–school connections.
2. Implement evidence-based practices and targeted support to align teaching and learning with the revised English and Mathematics curricula, fostering a knowledge-rich environment and achieving clear learning outcomes.
3. Improve regular attendance by providing a safe, supportive physical and emotional learning environment where all tamariki are engaged and able to thrive.

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

SCHOOL VALUES (The 3 C's)

<i>Manaakitanga</i>	Caring
<i>Mahi Ngā tahi</i>	Co-operation
<i>Kōrero Mai</i>	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 9.00 am 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 at our school. We encourage open communication and prefer that parents come to us 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 are 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 an 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 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 12.00pm in the school hall. Assembly dates are advised in our school newsletter.

AWARDS

Pupils are given 'Values 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 the number of class levels.

LEARNING SUPPORT / SPECIAL EDUCATION

Cobden School supports all tamariki to learn and succeed. We identify learning needs and strengths early and put support in place as needed. Our Learning Support Coordinator works with teachers, whānau, and external agencies to coordinate support programmes. We also work with Resource Teachers: Learning and Behaviour (RTLb) and have a Social Worker in Schools onsite one day a week to support student wellbeing.

ENROLMENT OF NEW ENTRANTS

Your child is welcome to visit his / her prospective class during the four weeks before 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 is required at the time of enrolment. We always welcome the opportunity to meet with parents/caregivers of prospective new entrant pupils.

SCHOOL DONATIONS

Cobden School has opted in to the donations scheme. This means we will not ask parents for any donations (gifts/koha), except for overnight camps. Each year, the principal provides parents/caregivers with a written statement to advise them that Cobden School has opted into the donations scheme. Anyone can choose to make a donation to the school at any time. Donation tax credits can be claimed, and GST is not payable.

STUDENT ACTIVITY PAYMENTS

Parents cannot be asked to pay for goods and services that are part of the core learning programme (curriculum). Parents can be asked to pay for goods and services that are additional to the curriculum. Activity payments may be required to cover the costs of optional equipment, experiences, and services that are additional to curriculum obligations. They also go towards curriculum-based activities that involve a take-home component for the student to keep, such as Technology Material Costs. Parents are informed in advance of any additional optional payments that are extra to our curriculum obligations.

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 8.30 am - 9.00 am 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.

LUNCHES & 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 — 1.30pm. 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 the road. 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 from 3.00 pm - 3.10 pm Monday to Friday. There is always a Staff member out on duty with the Traffic Wardens.

STARTING STRONG — POSITIVE DROP-OFFS

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 3 pm 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.

COMMUNITY ENGAGEMENT

Community engagement is fundamental to our school's values. We understand the essential role families play in their children's educational journey. We are dedicated to building strong connections with our families. From initiatives aimed at enhancing student learning to opportunities for families to become active participants in our school community, we strive to create a collaborative environment where everyone feels valued and included. Furthermore, we wholeheartedly welcome and encourage feedback from our families, seeking their input on how we can continuously improve and make our school an even better place for our students and families to thrive.

This statement effectively conveys the importance of community engagement, the dedication to building connections with families, and the commitment to creating a collaborative and inclusive environment. It also emphasises the value placed on feedback and improvement.

COBDEN PLAYGROUP

For Pre-schoolers on Tuesdays and Thursdays, 9.30 am to 12 pm 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 2026 are:

Term Dates

Term 1	2nd February – 2nd April
Term II	20th April — 3rd July
Term III	20th July — 25th September
Term IV	12th October — 15th December

Statutory Holidays

Waitangi Day	Friday 6th February.
Easter:	Good Friday 3rd April Easter Monday 6th April Easter Tuesday 7th April
Anzac Day Holiday	Monday 27th April
King's Birthday	Monday 1st June
Matariki	Friday 10th July
Labour Day	Monday 26th October
Westland Anniversary Day.	Monday 30th November

*Dates and times are correct at the time of printing but are subject to change.
Please check our Skool Loop Events Calendar*

STAFFING PERSONNEL

Principal	Mrs Noula Markham
Teachers	Mrs Caren Irvine (Mokomoko 1) Mrs Zara Setters (Mokomoko 2) Ms Rose Taylor (Kowhai 1) Mrs Michelle Urban (Kowhai 2) Mr Shane Baillie (Kowhai 3)
Learning Support Coordinator	Mrs Michelle Urban
Office Administrator	Carolyn Arnold
Support Staff (Teacher Aide)	Naomi Bromilow Michelle Gurden Marilyn Wood Eden Faithful Sherina Bi Kylie Herring
Cleaner	Leanne Blake

Cobden School Board

*The Cobden School Board meets once a month at 5.30 pm in the Staffroom.
Parents are most welcome to sit in on Board Meetings.*

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