





Northland Communication Guidelines - Whanaungatanga - Relationships 2024

- The community embraces opportunities for working together, values diversity and contributes to make a difference for everyone.
- Staff are approachable and build meaningful relationships with parents and children to ensure learning is nurtured.

Channel	Purpose	Includes	Frequency	How to access
	A central school portal for information you need. The main platform for our communication with parents.	<ul style="list-style-type: none"> -Enables you to check details and update. -Attendance -Enables you to view financial statements -Permission slips can be sent through this. -Teacher and Team messages -Group messages such as sport teams, kapa haka. -Sport -Cancellation of events for classes, teams, sports or other activities. -Team Newsletters 	<p>Will send a Notification when a new piece of communication has been sent on the community feed.</p> <p>Termly- Week 3 and Week 7</p>	<p>We recommend every parent download the HERO app. You will be sent a link to this app once your child is enrolled. Please have your settings to enable notifications to receive updates.</p> <p>Go to our website and select HERO and details on how to download the app and select northland school are provided.</p> <p>As a pdf through the community feed.</p>
 Student Learning	To keep you informed about your child's learning progress and achievement	<ul style="list-style-type: none"> -Achievement and Progress Reporting -Learning Updates -Messages from your teacher about their learning. -Examples of your child's learning and celebrations. 	<p>Mid Year and End of Year - being reviewed.</p> <p>We are developing this during Term 1 2024 to roll out termly from Term 2.</p>	<p>Please have your settings to enable notifications to receive updates. We will send a notification when a new piece of communication has been added.</p>
 School Newsletter	Provides the current school information to keep you informed of what is currently happening or will happen within a Term.	<ul style="list-style-type: none"> -Principal's message -School news -Home and School information - Learning focus -Sport -Events -Board Update following board meetings. 	<p>Wednesdays</p> <p>Term 1-3 Weekly for the first 3 weeks of each term and then fortnightly.</p> <p>Term 4 Week 1 fortnightly and from week 8 weekly till the end of the term.</p>	<p>Through an email from schoolzineplus.com.</p> <p>If you are not receiving it please contact the office.</p> <p>This also on the website</p>
 SchoolWebsite	This is where all key information about the school is outlined.	<ul style="list-style-type: none"> -Information about the school and dates. - Banner updated for weekly dates. 	Updated regularly.	This can be accessed through www.northland.school.nz
School Calendar	To keep you informed of key dates/events	<ul style="list-style-type: none"> -On our school website -Newsletter 	Updated daily.	Newsletter Website

If you need information or to talk with someone about:	Contact	Through
Your child	<p>Your child's teacher</p> <p>If there is an emergency or an urgent matter please contact the office as they will get the message to the teacher during Monday - Friday.</p> <p>If there is an emergency or urgent matter during the weekend please email the principal Andrea andreap@northland.school.nz or call the school number 044757596 as this is diverted in the weekend.</p>	<p>Email your child's class teacher. First name and first letter of last name - @northland.school.nz</p> <p>office@northland.school.nz</p>
Finance/Money	Julia/ Ann - Office	office@northland.school.nz , or phone or pop in
Sports	Sports Coordinator	Email office@northland.school.nz
Home and School	Jo Chan-Tapega	Email homeandschool@northland.school.nz
Concern/complaint	<p>Contact your child's class teacher first. If you have done this and you still have a concern or complaint, then contact the Deputy Principals.</p> <p>judithu@northland.school.nz granth@northland.school.nz</p>	Email, phone, pop in to make a time
<p>In the first instance, contact your classroom teacher if you want to find out something about your child and their learning, behaviour and wellbeing. Contact the school office if you need to find out anything else about school.</p> <p>We ask that you contact/email teachers during the work hours (Monday - Friday 8am- 5:30pm).If you do contact staff outside of these hours please don't expect a reply straight away. Staff will endeavour to reply within 24 hours of an email being sent (unless it is the weekend).</p> <p>We welcome having conversations with you face to face or on the phone if you want to discuss anything. Teachers have staff or team meetings from 3:15- 5 on Tuesdays and Wednesdays each week. Please get in touch with teachers to make an appointment if you know you need to have time set aside and they will be able to confirm a time and date with you.</p> <p>We will regularly review how we are communicating and as we add features to HERO we will guide you through the process.</p>		

