



Good afternoon Salford Community,

Welcome back to Year 6 Camp children, parents and teachers. By all accounts you had a great time and we look forward to a report for our next newsletter.

Remember please:

- 3 Way Conference Meetings—the interview log is now OPEN.
- Phoenix Zone Athletics—11 March
 - Juniors—Salford School
 - Seniors—Waverley Park



The other very important communication is attached to this newsletter.

Parents of Year 4-6 children will receive a “Digital Learning” Information Newsletter.

Please read it thoroughly and have prepared, your children’s devices to come to school on Friday the 28th February.

Ms Griffin will have the small survey / questionnaire referred to in the document on Page 5 ready to go home on Monday, for return on Tuesday.

Have a great weekend and thanks for another happy and busy week at Salford Primary.



Regards *Kevin Orlowski*

Concerns and Complaints Procedure

Salford School Board of Trustees does have a Concerns and Complaints Policy which is a requirement under National Administrative Guidelines 3. NAG3 is commonly referred to as NAG3—Personnel.

The Board Policy contains Guidelines for a person with a Complaint and the full policy can be viewed on the school website.

The following is a summary of the substantive Policy.

GUIDELINES FOR A PERSON WITH A COMPLAINT

If you have a complaint about a staff member, contact the person involved and discuss the matter. We ask that you approach the staff member directly, and as soon as possible, to prevent issues escalating or remaining unresolved.

If the matter doesn’t involve a particular staff member, or you do not wish to contact the staff member concerned, or you are unhappy with the outcome of the meeting with the staff member, contact a senior staff member or the Principal to discuss further resolution.

If the matter concerns the Principal, and you have not resolved it by discussion with the Principal or feel uncomfortable directly approaching the Principal, contact the Commissioner.

If resolution is achieved, that staff member/commissioner should document the issue and agreed actions, if any, sign, date and lodge on file. If an informal meeting does not resolve your concern, you may make a formal complaint.

FORMAL COMPLAINT

In the interests of fairness, any formal complaint or serious allegation must be made in writing and resolved in a timely fashion. All parties should respect confidentiality.

The process is:

ACTION	RESPONSIBILITY
1. Put your concerns in writing, and sign the letter. Give as many details as possible, including details of efforts that have been made to resolve the issue. Include names and contact phone numbers.	Complainant
2. Send the letter marked Confidential to the School Principal or, if the complaint is about the Principal or you feel uncomfortable approaching the Principal, to the Commissioner. Commissioner details can be obtained from the Office.	Complainant

The rest of the process is detailed in the policy as accessed on our website and at this time any reference to the Board of Trustees should be replaced by the Commissioner.

INQUIRY TERM 1 2014—"ART" ATTACK—Room 2

Mrs Bartlett and her students are studying the artist **Lauren Burch**. Her vivid and vibrantly coloured cats are the topic of choice and these paints are whimsical and timeless. I am sure that many will be suitably framed and hung on a wall at home.

These beautiful rendered artefacts from a mythical world have been beautifully created by students in Room 2. Remember these students are only in Year 1 and 2.



3 WAY CONFERENCE BOOKING LOGS—are OPEN

These information sharing forums will be held on: **Wednesday 5 March 2014 AND Thursday 6 March 2014** **Wednesday classroom instruction will conclude at lunchtime.** Students may go home at 12.30pm if parents are able to collect them or they can remain at school and will be supervised by our support staff until 3pm.

GO TO www.schoolinterviews.co.nz and the Event code is **JRTRZ**

If you have any difficulty please call at the office and a booking can be made for you.

DON'T DELAY BOOK TODAY.

Now serving over 2000 schools!

Book School Interviews Online

Parents...

Event
code

Go

Now you can book school interviews for the times that suit *you*. Simply enter the event code and press "Go".

You will be guided through three simple steps, and a few moments later you will get an email confirming your interviews.

SUNHATS

A reminder these are

COMPULSORY all term.

Too many children are coming to get a "loan". This is not ideal and should be discouraged from home. PLEASE check your child has their sunhat before they leave for school in the morning.

This is a HEALTH AND SAFETY requirement.



AFTER SCHOOL CARE REMINDER

If your child is booked into after school care you **MUST** advise the school if they are not **Attending BEFORE 2:30pm if possible.**

STUDENTS NOT IN CLASS / LATE FOR CLASS

PLEASE call in all absences by 9.00am, and if your child arrives at school after 9.00am, they must report to the office before proceeding to their classrooms.

If you are taking your child for an appointment or leaving early, you must always sign your child out of school.

These are HEALTH AND SAFETY requirements.

WELL CHILD SERVICE PUBLIC HEALTH NURSE VISITS:

- Thursday 27 February
- Friday 28th March
- Thursday 10th April

If you would like to catch up call Gillian 027 422 3699

REMINDERS:

- Pita Pit Orders - **Monday**
- Subway Orders—**Wednesday**
- Sausage Sizzle - **Friday \$1.50 each**
- **5 Mar**—3-Way Interviews—1:00 to 7:30pm
- **6 Mar**—3 Way Interviews—3:30—5:30pm
- **11 Mar** —Phoenix Zone Athletics
Juniors—Salford School—**Sausage sizzle available**
Seniors—Waverley School