Rāwhiti School Recommended Communication Procedure for Parents

In our experience, when parents have a concern that relates to their child at school, whether it's pastoral, curriculum or staffing in nature, many of these concerns can often be most quickly resolved by talking first to the most appropriate person. This flowchart outlines who the most appropriate person will be.

Learning Concerns	Pastoral Concerns	Concern relating to particular learning or physical needs.	Issues relating to staff	Concerns & Queries relating to school school accounts and financnes
	Pastoral care covers our support of your child's individual needs, their emotional wellbeing and helping them with any personal problems they may be experiencing at school.	*Where a concern is related to a special need and you feel an adjustment may be required to support successful learning e.g. issues related to ASD (autistic spectrum disorders), dyslexia or dyspraxia or physical disabilities*		
Please raise your concern with your child's Kaiawhina in the first instance.	Please raise your concern with your child's Kaiawhina in the first instance.	Please raise your concern with your child's Kaiawhina in the first instance.	Please contact our Office Administrator who will forward your concern to the most appropriate person.	Please speak to Cheryl Nuthall our Executive Officer.
If the Kaiawhina is unable to help please contact the Team Leader.		If the Kaiawhina is unable to help please arrange an appointment with Lauren McDonnell, our Learning Support Coordinator.		
If the Team Leader is unable to help please contact our Deputy Principals - Paul Wilkinson or Helen Parata.				

Please make an appointment to see Liz Weir, the Principal, if Paul or Helen are unable to help. Appointments can be made by contacting the school office, ph 3889519 or email admin@rawhiti.school.nz

Teachers are available in the Learning Studios between 8.30 and 9am and after school between 3pm – 3:30pm for informal conversations. Please note that Tuesday is Staff Meeting day and teachers will be in meetings from 3.20pm.
If you wish to have a more formal meeting with a teacher please make an appointment by emailing the teacher directly. Email addresses can be found on our school website.