

HENDERSON INTERMEDIATE SCHOOL



70 Lincoln Road | Henderson | Auckland 0610
PH: 09 8388529 | MOB: 0210759095 | E: office@hendersonint.school.nz

“WELCOME TO 2020!”

Kia ora koutou

Warmest greetings to you all - welcome to the 2020 School year.

We are looking forward very much to working with you and your special young person over the year. Please do not hesitate to contact your child's teacher anytime, if you have any issues or concern.

Our School is passionate about engagement with families. We know how critically important it is for you to be closely engaging with us on a regular basis. When parents work together with schools their children have success in their learning. We believe that every students has a right to succeed. We want to do everything we can to ensure that your child reaches “better than their potential.” We are in a privileged position! Working with your son or daughter each day, is a privilege and a pleasure.

To the families of our Year 7 students - we hope that you and your child, have a wonderful time being part of our school whānau. This is the time of opportunity, a time for your child to try out many different things and to find out what their real interests and strengths are.

To our Year 8 students and their families, may this year be a time of you really growing and developing the new skills that you gained last year. The middle years are a most exciting time. This is a time of huge change emotionally, socially, physically and academically.

The growth over these two years is the second most significant time of growth for any human being. Teaching children at this special stage, is very specialised. Our teachers will meet the needs of your child and will help them to achieve. They are determined to see every child in their class, have success. We are only a phone call away if ever you need to talk to us about anything at all.

All our homeroom teachers will be contacting you through **Classroom Dojo**. This means that you will have very regular contact from your child's teacher.

STAFFING 2020

STAFFING 2020 We warmly welcome new teachers: **Anna Dokter, Ethan Edmonds, Tristan Williams and Rongomaiwahine Paenga**

We are delighted with the new staff we have gained. Every one of these teachers come highly regarded. Anna is an experienced teacher who has real flare in drama so I have no doubt she will add much in this area! Ethan began with us end of last year. He has a lot of musical ability, so we look forward to seeing him use this here at school. Tristan - completed one of his teacher placements at our school two years ago and we really enjoyed having him! We are very happy to be welcoming him back. With Audrey Puhipuhi heading to Gisborne, we are delighted to welcome Rongomaiwahine to our Bilingual Unit. As she is already known to matua Hone Tobin, we know we are getting a wonderful person for our Bilingual!

HOMEWORK

All classes are providing an after school Homework Support programme. Each Team will determine when this is.

SPECIALIST LEARNING AREAS

For those of you that are new this year, your child will have specialist subjects that they learn while at Intermediate. These are covered in a block of 10 weeks.

They are: **Food, Art, Music, Science, and Design Technology**. You can expect to hear from the teacher working with your child in these Specialist Areas from time to time. This year we have added, on a trial basis, a **full time Physical Education Specialist Teacher**. Each week your son/daughter will have a formal period of physical education. **Kieran Paterson** will be teaching this programme for us. Getting our children to be physically active, is hugely important and the more we can get our children off their devices and moving around physically, the better for them in terms of their mental and physical well-being.

UNIFORM

With the back log of uniform orders, we realise and understand that not all students have their full uniform. Please don't worry about this at this stage. With the high number of students that we have, stocks have been depleted.

BUILDING WORKS UNDERWAY.

You will have noticed that we have new classrooms being added to our school. This work will be completed in about 3 weeks. We are very pleased to have nice new classes!

MEET THE TEACHER

Your first opportunity to meet our staff and your child's teacher is on **Wednesday 19th February at 7.00pm**. Information about this will come home later.

WAITANGI DAY HOLIDAY

Please note that the school is closed not only for Waitangi Day this Thursday 6th February but also this Friday 7th February as well.

CORONAVIRUS

Please read carefully the attached notice from the NZ Ministry of Education.

CONTACTING ME

I can be contacted on my cell phone anytime on 021 252 1383.

An anxious young person for the whole weekend is not what we want so please contact me. If you prefer face to face as a way of dealing with things, then you do not need to make an appointment to see me, just come! I am very seldom off site. You can also email me, if you wish, at principal@hendersonint.school.nz.

Thank you for choosing to make **Henderson Intermediate YOUR SCHOOL** for your special young person!

Here's to a great 2020 together.

Warmest Wishes

Mrs Wendy Esera

FOR AND ON BEHALF OF STAFF AND BOARD

Novel coronavirus: Information for caregivers and whānau of learners

Information about Novel coronavirus for caregivers and whānau of learners

As you will have seen in the media the situation is rapidly evolving internationally concerning the coronavirus.

This is a new virus and its specific nature is currently unclear, however it appears that you can have the virus at an early stage and not be showing any symptoms. This incubation period is currently considered to be up to 14 days.

Your children and young people are currently returning to classrooms or early learning services. The health of your child is a priority for us all. We encourage you to err on the side of caution and here are some steps you can take.

- If your child is unwell they should not be at their early learning service or school. Please contact Healthline at **0800 611 116** or your GP for medical advice. Healthline has translators and interpreters available **24/7 in 150 languages** and they do have Mandarin and Cantonese speaking staff available.
- For child who may be at high risk of exposure because they have travelled recently to China or have been in close contact with someone confirmed with the virus, I encourage you to consider having your child delay the start of their school year for 14 days or delay attending their early learning service and voluntarily stay away.
- If your child attends school or an early learning institution while showing symptoms then they may be asked to return home by the Principal of a state school, an early learning service provider or home-based educator.
- Keep an eye on our website and the Ministry of Health website for updates:
[Novel coronavirus \(2019-nCoV\) – Ministry of Education \[school/health-safety-and-wellbeing/student-and-staff-health/novel-coronavirus-2019-ncov/\]](#)
[Novel coronavirus \(2019-nCoV\) guidance – Ministry of Health \(external link\) \[https://www.health.govt.nz/our-work/diseases-and-conditions/novel-coronavirus-china-2019-ncov\]](#)

Iona Holsted
Secretary for Education

Other useful information

In terms of keeping yourself and family well, the World Health Organization (WHO) suggests the following:

- Avoid close contact with people who are sick
- Wash hands frequently, especially after contact with ill people or their environment
- Avoid close contact with sick farm animals or wild animals
- People with symptoms of acute respiratory infection should practice cough etiquette: maintain distance, cover mouth, cover coughs or sneezes with disposable cloths or clothing.

District Health Boards

You can also contact your local District Health Board if you require further information:

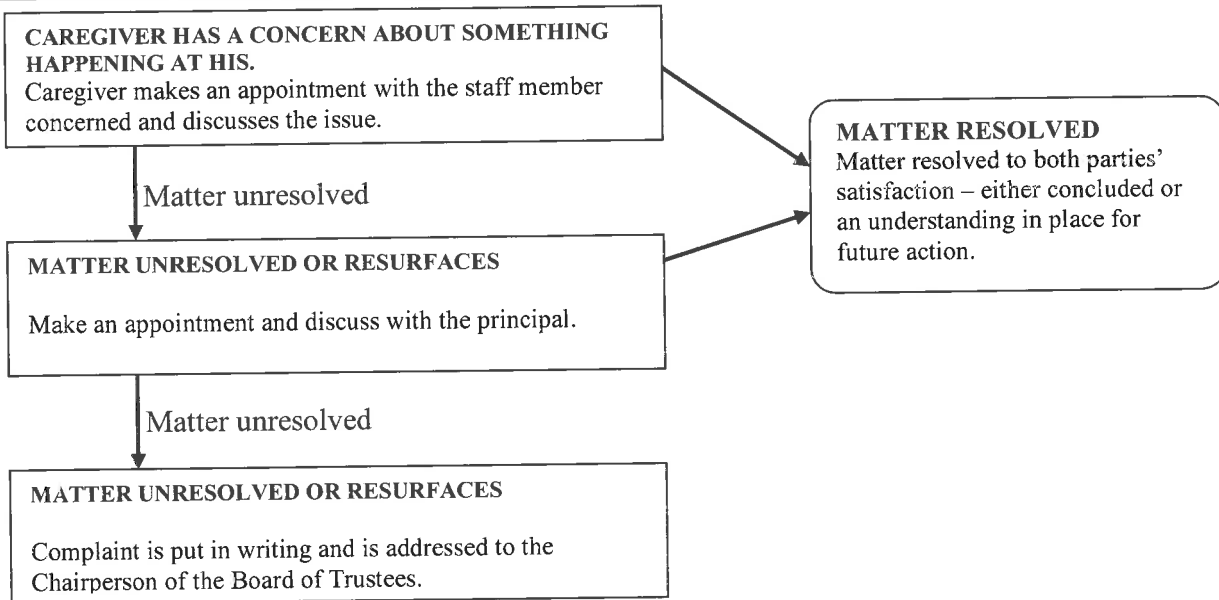
[Public Health Unit contacts \(external link\) \[https://www.health.govt.nz/new-zealand-health-system/key-health-sector-organisations-and-people/public-health-units/public-health-unit-contacts\]](#)

Last reviewed: 31 January 2020

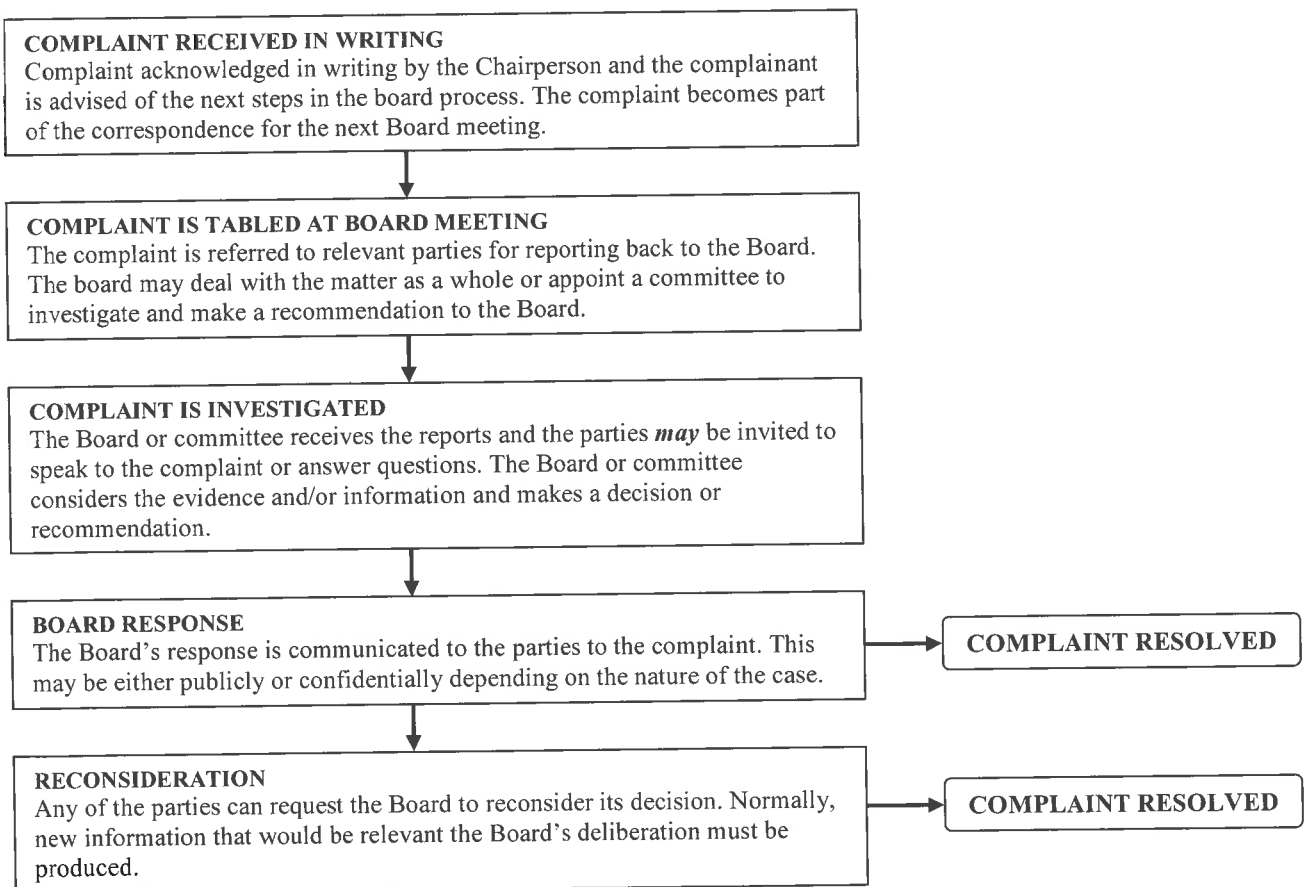
Henderson Intermediate School

Concerns and Complaints Policy

Stage One: School Community Process.



Stage 2: Board of Trustees Process



Stage One: School Community Process.

1. While minor issues may be able to be discussed in a quick informal chat with a staff member, normally in order for both parties to give the matter full attention, arranging a time to discuss the matter is the preferred option.
2. If the concerns and complaints procedure has not been followed, the Board will normally return any letter of complaint to the writer and ask that they follow the procedure first.
3. The Board needs to formally receive a complaint either verbally or in writing, in order to act on it. If a complaint is serious enough for the Board to deal with, it is serious enough to put in writing.
4. All parties to the complaint may bring a support person to any meeting where the issue is to be discussed. Either party should be informed if a support person is to be present.

Stage 2: Board of Trustees Process

1. Issues of a serious nature, e.g. allegations of physical abuse, may require a special meeting of the Board to be called.
2. All correspondence to the Chairperson is for the whole Board. The Chairperson cannot decide independently as to what action is to be taken.
3. Resolution or dismissal of the complaint must not be discussed before all the information is to hand.
4. Conflict of interest will be determined on a number of issues, including whether the complaint involves the actions of any trustee.
5. The Board must exercise caution when dealing with complaints regarding staff, particularly in relation to confidentiality and processes to ensure the principles of natural justice are met. The Board must consider the relevant staff disciplinary processes and employment contracts. The NZSTA personnel/industrial adviser should be consulted.
6. The Board recognises that not all complainants will be satisfied with the outcome of the complaint. After one reconsideration, if the Board is confident of its decision, it will refuse to enter into any further discussion/correspondence.
7. A complaint regarding lack of compliance in relation to an agreed complaint resolution will be treated as a serious matter and actioned with urgency as a new complaint rather than as a reconsideration of the previous issue.
8. Trustees need to recognise the difference between a complaint they have as a parent (i.e. regarding their own child) and a complaint they have as a trustee. In the first instance they are required to follow the normal procedures and are excluded from decision making due to a conflict of interest. The latter case is dealt with as an agenda item for the whole Board.

Reviewed on 13 May 2019