

## ***SHARING CONCERNS, QUESTIONS OR SUGGESTIONS WITH THE SCHOOL***

### **CONTACT YOUR CHILD'S TEACHER**

If your concern, question or suggestion is to do with your child's class, the best person to contact first is their teacher. So that you can have an uninterrupted conversation, it's best to book a time to meet. Teacher emails are found on the school website under the *Our People* tab.

You could also phone the office to contact the teacher, or leave a message (478-7155)



### **CONTACT THE DEPUTY PRINCIPAL or SYNDICATE LEADER**

You may decide that a member of the school leadership is the best person to hear your concern, question or suggestion. You can contact:

Stephanie Whiteman (Deputy Principal)

[stephanie.whiteman@johnsonville.school.nz](mailto:stephanie.whiteman@johnsonville.school.nz)

Angela Rongonui (SENCO/ESOL)

[angela.rongonui@johnsonville.school.nz](mailto:angela.rongonui@johnsonville.school.nz)

Megan Blackwell (Muka Co Leader, Year 0-3)

[megan.blackwell@johnsonville.school.nz](mailto:megan.blackwell@johnsonville.school.nz)

Michelle Tietjens (Muka Co Leader, Year 0-3)

[michelle.tietjens@johnsonville.school.nz](mailto:michelle.tietjens@johnsonville.school.nz)

Andrea Geluk (Raranga Leader, Year 4-6)

[andrea.geluk@johnsonville.school.nz](mailto:andrea.geluk@johnsonville.school.nz)



### **CONTACT THE PRINCIPAL**

If you have talked to the teacher and/or Deputy Principal, but need to have a discussion with the Principal; or if you have a serious concern, then please contact Tania Cohen, Principal.

[principal@johnsonville.school.nz](mailto:principal@johnsonville.school.nz) or 478 7155



### **CONTACT THE BOARD of TRUSTEES**

If you are not satisfied with the response from the above staff, then the Board of Trustees can be contacted, through the Board Chair.

[bot@johnsonville.school.nz](mailto:bot@johnsonville.school.nz)

**PLEASE NOTE:** This flow chart is to guide the sharing of concerns, questions or suggestions. Formal complaints should be made by following the school's FORMAL COMPLAINT PROCEDURE (available from the school's office).