



**Matthew Tofia**

PRINCIPAL

p. 03 455 8347

m. 027 353 8260

e. [principal@saracohen.school.nz](mailto:principal@saracohen.school.nz)

[www.saracohen.school.nz](http://www.saracohen.school.nz)

44 Rutherford Street, Caversham, Dunedin 9012

**Newsletter**

**August 28<sup>th</sup> 2020**

*Term 3 No.3*

**SCHOOL OFFICE**

03 455 8347-2 or 027 3538 244

[office@saracohen.school.nz](mailto:office@saracohen.school.nz)

## From the Desk of the Principal

Kia ora everyone,

I hope you are all keeping warm during this cold spell and that you and your families are healthy and well. We have had very settled and productive weeks and the students have been happy and engaged in their mahi (work).

We still remain in Alert Level 2 and it seems that the government and health officials feel confident enough to drop the Auckland region to Alert level 2 on Sunday at midnight. After that, the whole country will remain in AL2 until Father's Day the 6<sup>th</sup> of September. We continue to observe our processes in AL2 of limited outings; no visitors on site, enhanced cleaning and hygiene etc. We look forward to AL1 when we can get back to normal. The Ministry of Health (MOH) have said that facemasks are compulsory on public transport. This **DOES NOT** apply to our shared buses or school bus trips.

It was great to see our whanau, students and staff enjoying our Collaborative Learning Plan meetings. The ones I sat in were productive, positive and focused on progress for our learners. You will, or soon will, receive copies of the agreed upon CLP goals. These will be the last time that they will be in paper form as we move towards our online platform Educa. Our narratives at the end of the year will be online. A big thank you to Anna Taylor for taking on the task to work with the website developers to create the new format and templates.



Hayden & Jo having their CLP meeting with Eseta, Heath and Dennis

It has been a long and tumultuous journey for our support staff in their pay equity battle. This has finally been resolved and support staff have happily ratified the new collective agreement. It is great that this long term claim has been settled and the valuable, hard work that support staff do is at last acknowledged and valued by the Government.

We have erected trampolines that were provided from grant money from the Health Care Otago Charitable Trust. We have two on base and one each at the satellites. The one at the Bathgate Satellite has not yet been set up and will be once we redevelop the playground there. We have begun planning a revamp of the Bathgate (Karamu) playground.



Students on base enjoying the new spring free trampolines!



Jack helping Jo & Jin build the new spring free trampoline at Pikopiko

Sadly, we have farewelled Shannon, our speech language therapist. Shannon has taken up a SLT job in Oamaru. I want to thank Shannon for the amazing work she has done with our students and staff. We welcome Emma Christos as our new Speech Language Therapist. Emma has come to us from Australia and is highly experienced having worked in Health, Education and private practice over the past decade. I'm sure that Emma will have great new ideas and experience to support our students and families. We also welcome Hannah, Sarah, Madeleine, Katie, Jane, Jin and Sura.

I hope that everyone has a great weekend.

Ka kite

Matt

## ATTACHED TO TODAY'S NEWSLETTER

- Concerns and Complaints Procedure

# REMINDERS

If snow threatens the viability of safe transport of students and teachers to and from school, especially from Dunedin's hill suburbs or with the closure of the northern or southern motorways, a notice about a late start or cancellation of school for the day will be made over the following radio stations from 7.00am:

- **Radio More FM - 97.4 FM** and [www.morefm.co.nz](http://www.morefm.co.nz) - [Facebook](#)
- **Radio Dunedin – 1305 AM or 99.8 FM** and [www.radiodunedin.co.nz](http://www.radiodunedin.co.nz) - [Facebook](#)
- **Radio The Hits – 89.4 FM** and [www.thehits.co.nz](http://www.thehits.co.nz) - [Facebook](#)

# ABSENCES

**If your child is going to be absent, please make sure you contact the school to let us know. The absence line number is 03 4558347 extension 1. If we have not heard from you contact will be made to determine the whereabouts of your child. This is a very important safety matter for us all.**

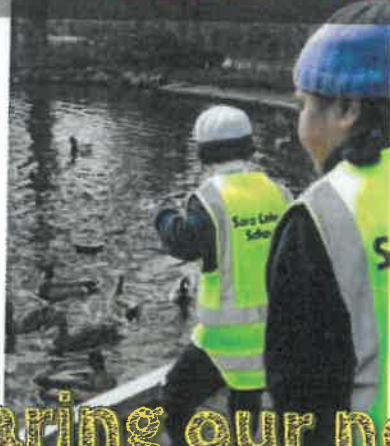


Liam Rutherford the  
NZEI President visited  
Sara Cohen School



Cook Island Drummers  
perform to the base students  
during Cook Island Language  
Week

# Pikopiko visits the Gardens



We are wearing our new beanies



## **Complaints Procedure**

### **Rationale**

It is important that the school responds to complaints in a fair and consistent manner and provides members of the school community with procedures to follow. Outside agencies will be asked for advice in any situation where the Board is unsure how to resolve the issue in accordance with the relevant employment contracts, legislation and the schools code of conduct.

### **Procedure Statement**

The procedure is to:

1. Ensure consistency when dealing with complaints
2. Deal with complaints in line with set procedures such as Collective Agreements (*any relevant contract / agreement*)
3. Put in place corrective or disciplinary action where this is deemed appropriate
4. Safeguard the rights of both complainants and of staff or students involved

### **Policy Guidelines**

1. Complaints may be made in writing (by email or letter, signed and named) or in person in the first instance to the relevant Staff Member, Principal or Board Chairperson
2. Documentation will be sorted in a complaints file which is held by the school in confidential storage
3. Complaints of a serious nature should be directed to the Principal or Board Chairperson
4. Other parties will be informed at the Principal's or Board Chair's discretion and appropriate action taken at that point as required
5. In cases of complaint against the Principal which remains unresolved in the first instance, a formal written complaint may be made to the B.O.T. Chair or in person. (see Complaints against the Principal Procedure)
6. Complainants are informed by the Principal or B.O.T Chairperson of the outcomes of the complaint enquiry or hearing
7. Where appropriate outside mediation may be sought from organisations such as STA, PPTA, NZEI, etc.
8. In dealing with any complaint the school will act in accordance with the relevant conditions of any contract/agreement pertaining.
9. In all cases the Board, in dealing with complaints, will act as a good employer
10. Complaints will be treated in the strictest confidence by the school and all rights respected. Where necessary the school will assist with any language or cultural sensitivities.
11. All employees against whom a complaint is made will be advised in writing of the nature of the complaint, the process of investigation and the availability of support
12. The complaints procedure will be published to the school community at least once a year through the school newsletter.

Dated:

Reviewed:

Signed:

At Sara Cohen School we believe in an open, transparent process conducted in good faith. This flowchart outlines the process for bringing a concern to the staff and board at our school. We encourage you to follow each step to resolution.

