

Dear Parents and Caregivers

Welcome to week 3 of the term

My apologies for the postponement of the athletics however we wanted the children safe and the weather good for the day. We also wanted to make sure we gave you good notice.

Nominations close this weekend for the BOT elections and we have two positions available. We encourage you to consider this very worthwhile contribution to the school. We have a BOT meeting this Thursday night at 6.30pm if it interests you and we welcome your attendance.

**Office Secretary Position** - Gretchen Ford has tendered her resignation from her position of school secretary and admin. We are very sad to see her go after a long tenure and superb work ethic and we wish Gretchen and family all the best.

We are looking to appoint a new secretary before the end of the year. We require someone for up to 25 hours a week and with some experience with google or microsoft office. Confidentiality is the key requirement because you will be dealing with individual student records and the operation of the school. If you are interested then please email [markellis@rakaia.school.nz](mailto:markellis@rakaia.school.nz) with your letter of application, cv and referees for me to call. Applications close Wednesday November 11, 2020.



### **Digital Citizenship:**

Thank you very much to those who attended the Digital Citizenship meeting last week. We really appreciated the presentation and information about keeping our children safe on the internet.

Interestingly enough the "Breakfast Show " has just been talking about this on their show.

We had 3 apologies and 5 attend the meeting so we have missed a huge part of the community. I hope we can run this again sometime so we all get a chance to look at some strategies to support us.

Thank you Neysa for your time

This was the survey link I posted last week for the HERO discussion and also some feedback for the school. So far we have had 28 complete the survey and we appreciate your comments and feedback

<https://docs.google.com/.../1Mo2fjMTQ7ndB8riPwIXMtdv.../edit>

Rakaia School Policies and Procedures <https://rakaia.schooldocs.co.nz/>

**Login is : Rakaia**

**Password is : Dunford**

We remind you that this is where you will find all of our policies and procedures and your opportunity to contribute to them.



# Welcome!

This site contains

**Rakaia School's**

*Policies and Procedures*

along with useful checklists and forms.

Rakaia School uses SchoolDocs to maintain a comprehensive,

up-to-date, set of policies and procedures. These policies and procedures follow  **guidelines and legislation** and best practice, and have been tailored for our school. For more information about SchoolDocs, see [schooldocs.co.nz](https://schooldocs.co.nz).

The principal, board of trustees, and members of our school community all have access to SchoolDocs. This section highlights information of particular interest to parents and whānau. (SchoolDocs uses the term "parents" to refer to parents and caregivers. Sometimes, whānau is also used.)

You can use the quick links to find information, or use Search to find information on the site.

See  **Navigation Quiz** for tips on navigating the site, and a quiz to put your navigation skills to the test!

## Reminders:

- Swim week next week for Whanau November 2 - 6th
- Thursday November 12 is a Teacher Only Day for all 9 schools in the Community of Learning. We will be undertaking Professional development and assessment.
- Friday 13th is Show Day holiday
- A reminder that we are a sun-safe school and to bring your sun-safe hat (wide-brimmed; no caps) to school from Monday for our summer terms - term 4 and term 1, 2021.