



Who do I ask?



The MENPS Office can assist with matters relating to school organisation, events, trips, activities, absences, sickbay and other routine day-to-day information.

The office staff are able to pass messages to children and/or other staff, but will not put you through to a classroom during learning time.

Children are not allowed to bring any personal communication devices to school, unless with permission from the

Principal, which can be requested in writing (for exceptional circumstances only).

Absences can be notified via the school website:
www.mteden.school.nz

Your child's Teacher is your 'first port of call' for curriculum or class questions.

- Staff emails can be found on our website. We aim to answer emails within 48 hours, (outside of classroom instructional hours, and not after 7pm). If the matter is urgent you can leave a message with the office or ask to speak to a member of the Senior Leadership Team
- We schedule Parent/Teacher Conferences and written reports, but we also welcome visits from parents. Before school is usually a very busy time for class teachers, and there are often scheduled meetings throughout the week
- If you want to speak to the teacher for more than just a passing 'hello', after school is easier than in the morning, or you can email to make an appointment for matters that may need more time

Support Staff carry out various essential roles across the school.

- If you need to get in touch with one of these team members including specialist staff, the site manager or a member of our learning support team, please contact a member of the Senior Leadership Team

The Principal, Deputy & Associate Principals are able to help with general queries about school matters, or questions/concerns that can't be resolved with the teacher directly.

- The Senior Leadership Team can be contacted via email or by phoning the school office
- We have an open door policy, so if there are any matters you would like to raise or enquire about, please don't hesitate to get in touch
- The Principal is also a member of the Board, and can help with general questions relating to the Board

The PTA is a great way for parents to get involved in their children's learning and the school through fundraising and community events.

- Information on fundraising activities and PTA community events can be found by attending meetings or checking the weekly PTA updates in the newsletter
- The PTA also has a dedicated webpage containing useful information
- Each class is assigned a Class Parent, who acts as a liaison for the class, particularly in relation to PTA events & activities.

The MENPS Board is responsible for setting the strategic direction for the school. It does not deal with operational or management matters, but oversees the school in a governance role.

- The Board set the goals and Policy framework within which the school operates to ensure excellence, equity and the conditions for all legal obligations to be met.
- The Board includes elected parent representatives, a member of the teaching team and the Principal
- For questions on Policy, strategy, or for formal concerns and complaints that are not able to be resolved with staff/the school directly, these can be directed to the Board Chair at: bot@mtenen.school.nz
- If the matter is operational in nature, this will be referred back to the Principal

If you are still unsure of who to contact, the office team can direct your enquiry:
admin@mtenen.school.nz

Verbal or written communication with MENPS employees should be polite, respectful and courteous at all times.

- The MENPS Board of Trustees