

Communication & Contact Information for Rachel Room 9

Hopefully this will be a useful piece of paper should you need to contact me regarding your child or their learning/behaviour.

Email:

- rachelboyd@xtra.co.nz

This email address is best to contact me on as I can read and respond to messages from home as well as school. You should expect a response within 24 hours.

Chats & Meetings before & after school:

I am usually available for informal chats before and after school. However the following responsibilities may impact on my availability:

- Wednesday morning – I run full staff professional development (usually finished 8:40-8:45am)
- Tuesday afternoon - Syndicate meetings (start 3:10pm)
- Most Wednesday afternoons – meeting with my ICT Team (start 3:10pm)
- Scheduled Monday afternoon Full Staff meetings & Senior Management meetings – these are held about 3-4 times a term.

Please do arrange & schedule a time with me should you wish to meet more formally and discuss your child's learning/behaviour.

Phone:

- 5484972 ext #857

Please avoid calls during class time as this interrupts and takes away from learning programmes. If the call is not answered please ring back and leave a message with Judy at the office (in preference to on my phone which does not notify me of new messages).

Mailing List:

If you wish to be emailed/notified of Room 9 notices that I produce please cut off and return the below portion. Your child will still bring home paper notices in the meantime but this maybe easier for you to manage.

Please add me to the Room 9 mailing list to be emailed/notified of notices/letters produced by Rachel:

Email address: _____@_____

(Please print extremely clearly!)