## Who to Contact at School

My child is sick and cannot come to school today	Ring the school office 758 5023 and leave a message on the absentee line, or use the School APP. This absence is coded M.	
My child is required to self-isolate as someone in our household has Covid-19	Ring the school office 758 5023 and leave a message on the absentee line, or use the School APP. This absence is coded F.	
My child was home self-isolating but now has Covid-19	Please email <u>admin@shgcnp.school.nz</u> to give the update or ring the school office 758 5023.	
My child is having an issue with a particular subject or is having issues with working at home on Teams.	Please email the subject teacher on:  (teachercode)@shgcnp.school.nz You can then arrange a time for a phone call or a visit if required.	
[Subject teachers will contact a caregiver if they have concerns]	Note: the teacher codes are 3 letter codes, eg jta for Jeremy Taylor. A full staff list is found on our website accessed from the "Contact Us" page or this link: <a href="http://www.shgcnp.school.nz/our-school/staff/">http://www.shgcnp.school.nz/our-school/staff/</a>	
My child is having an issue with more than one subject or other aspects of school, or she has a home or health situation that the school needs to know about	Please contact your child's Manaaki Teacher: (teachercode)@shgcnp.school.nz  The first port of call for most concerns should be your child's	
	Manaaki Teacher	
There is something more serious happening with my child. She might be being bullied (online or in person), she might be struggling	For more serious pastoral care needs please contact your child's Dean or our guidance counsellor	
with a mental health issue or there might be something going on in her personal or family life that is a bit more confidential.	Year 7: Ross Howarth Year 8: Sheree Rangiwahia Year 9: Claire Tate Year 10: Carly Avery	rho@shgcnp.school.nz sra@shgcnp.school.nz cta@shgcnp.school.nz cav@shgcnp.school.nz
Any absences due to anxiety or complex health needs associated with Covid-19 will be coded E until a Dean changes these to F.	Year 11: Amanda Brown Year 12: Joan Hodson Year 13: Emily Scott	abr@shgcnp.school.nz jho@shgcnp.school.nz esc@shgcnp.school.nz
For any other issues not covered here, or if you are unsure of who to contact.	Please ring the school on 758 5023 and our office staff will help you out.	