

**TOOL BOX 101
FIRST TIME PRINCIPALS
SEMINAR DAY
“NEED TO KNOW”**

You are invited to an **NZEI** seminar, for **principals supporting principals**, covering:-

- Appointments – Appointment letters, fixed term, permanent, job sharing & beginning teachers
- Complaints Process
- Leave – sick, parental, bereavement, discretionary, refreshment
- Support Staff – variation of hours, grading, annual salary reviews
- Competency / Conduct Issues
- Surplus Staffing / Redundancy
- Your questions

Date: *Thursday 16 March, 2017*
Venue: *Upstairs at Onyx Café & Bar, 70 Alpha St, Cambridge*
Time: *9:00am – 3:00pm (lunch provided)*
Cost: *\$0.00*

Please RSVP to Jackie Nicholl, Principals' Support Officer, jackie.nicholl@nzei.org.nz

If you would like me to cover anything not listed please include your suggestion with your RSVP.

I look forward to seeing you.

Kind regards
Jackie Nicholl
Principals' Support Officer