

[SUBJECT LINE] **Notification of an Education Review Office (ERO) Te Ara Huarau Evaluation for <School Name> <Profile number>**

Tēnā kōrua Principal and Board Chair

Use this subject line if sending as a mail merge otherwise delete

Notification of an Education Review Office (ERO) Te Ara Huarau Evaluation for <School Name> <Profile number>

Welcome to Te Ara Huarau

ERO began implementing a new approach to school evaluation in February 2021. Although ERO's accountability function has not changed, the focus of the approach is school improvement with ERO and your school working together to ensure all learners in our system are successful.

Introducing your School Evaluation Partner

An ERO evaluation partner will begin working with your school in an ongoing evaluation partnership from <date>.

Your school evaluation partner's name is <first name> <last name>, who is very much looking forward to working with you and your school community. They will be in contact with you from the date noted above.

Regional meeting times

Zoom meetings < *Delete option if not applicable* >

The dates and times are:

- 1.
- 2.

If you would like to attend one of these meetings please respond to <Add regional email address here> with your preferred date and time and a zoom link will be sent to you.

Face to face meetings < *Delete option if not applicable* >

The dates, times and venue locations are:

- 1.
- 2.

If you would like to attend a meeting please respond to <Add regional email address here> with your preferred date and time.

This meeting time maybe updated due to changes in COVID-19 alert phases. If you, or someone in your household is unwell, or undergoing Covid-19 testing please do not attend face to face meetings. Please ensure you scan your QR code, upon entering the venue and follow any guidance provided onsite. You will be required to wear a mask, and may also be asked to show your vaccine passport.

Preparing for the Te Ara Huarau

No preparation is required before the first meeting. This meeting is about getting to know each other, learning about your school, and ERO sharing with you more about the evaluation approach.

Please note when your evaluation partner is on site, they will need to be advised of your school's health and safety policies so they can follow your procedures in the event of an emergency.

The Education Review Office (ERO) is fully compliant with the Covid 19 Public Health Response Vaccination Order 2021. All Education Review Office staff attending Schools, Early Learning Services and Hostels meet the requirements of the Order.

Finally, on behalf of ERO I would like to acknowledge the conditions we have all navigated recently and wish you and your school community all the very best.

ERO looks forward to working with you.

Ngā mihi nui

[Add Regional Director signature block]

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