

 OREWA COLLEGE	76 Riverside Road P O Box 345, Orewa Auckland 0946 New Zealand	Telephone: (64) 09 427 3833 Email: admin@orewacollege.nz www.orewacollege.nz	Principal: Mr Wiri Warriner
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Dear Parent/Caregiver

Request for student information from an outside agency

If you are dealing with an outside organisation regarding your child's learning and they wish to contact the school for further educational information, the following process needs to be followed.

- All requests must go through our Associate Principal, Anna Kenny a.kenny@orewacollege.nz and cc'd to her PA Crystal Beauchamp c.beauchamp@orewacollege.nz
- You must firstly notify the school of who will be contacting us and giving permission for the school to complete the relevant paperwork, this can be done by email to c.beauchamp@orewacollege.nz
- Please note that it will take up to seven school days for us to process this request.
- The completed information will be sent directly to the organisation requesting it. Please ensure that all the correct contact details are supplied.
- The Associate Principal will determine who would be the best person to complete this request. Parents/students may not request a specific staff member.

Anna Kenny
Associate Principal