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Governance support resources

School closures in emergencies - sample letter

Dear (MoE regional manager or contact)

The xxxxxxxxxx School Board of Trustees has had to close the school for xxxx half days from xx xx xxxx to xx xx xxxx because of xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

This decision by the board was taken pursuant to the authority vested in it by s65E (1) of the Education Act 1989. Consequently the board of trustees requests you invoke s65E (2) of the same Act and reduce the number of half days by xxxx that our school is required to be open for instruction this year.

Yours sincerely

XXXXXXXXXXX
Board Chairperson

Send this letter to your nearest Ministry of Education office and they will deal with it from there. (If your school is still in recovery mode then carry on with that and send this letter as soon as is practical.)

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Where do I get advice?

The *Governance advisory and support centre* advisers can also assist and are contacted on 0800 782 435, option 1 or govadvice@nzsta.org.nz