

HOME SCHOOL COMMUNICATION GUIDE

We are keen to promote open channels of communication between home and school. If you have any concerns or queries about any aspect of your child's education, you can contact us in the following ways:

PUPIL CONTACT BOOKS

Write a note in your child's Contact Book, which is either yellow or blue. These are checked daily by somebody in your child's class who will get back to you to discuss your concerns.

MORNING MESSAGES

Urgent messages for the class teacher can be passed to the member of staff who stands on the gate in the morning. Staff on duty will carry a notebook in order to record any messages and will pass them on to the relevant teacher(s) as soon as the gates have closed.



CHILDREN WITH ADDITIONAL NEEDS

If your query is related to your child's additional needs, it may be necessary to make an appointment to speak to our SENCO, **Mrs Fulcher** together with the Class Teacher. You can do this by either contacting the school office or by calling the school and making an appointment.

CLASS TEACHERS

You may feel that a face-to-face meeting is needed in order to discuss and address your concerns. The first point of contact should always be your child's class teacher. They know your children well and are best suited to sort out any queries or issues.



MIDDLE LEADERS

The job of middle leaders is to lead teaching and learning within their area of responsibility. If you feel your concerns have not been fully resolved by the class teacher, please make an appointment to see one of our middle leaders via the school office. They will be happy to explore any worries you might have and find a solution to your concerns.

- Mrs Hunt - EYFS Leader & Phase 1 Leader
- Miss Ballard - Assistant Headteacher and Phase 2 Leader

SENIOR LEADERS

On very few occasions, should you have further queries please make an appointment to see one of our Senior Leaders. Please remember **all** other avenues must have been exhausted before a Senior Leader becomes involved.

- Mr Clarke - Deputy Headteacher
- Mrs Oakley - Head of School
- Mrs Olivier - Executive Headteacher

We are confident that most worries will be resolved at Class Teacher level.
Thank you for your continued support.