

## ST BOTOLPH'S C OF E PRIMARY SCHOOL

14<sup>th</sup> September 2018

Dear Parents/Carers

### COMMUNICATION WITH PARENTS

We have developed new systems to enable better communication with parents. If you have any concerns or points you wish to raise, your first points of contact are our Welfare Assistants, Mrs Fidge or Mrs Simpson, who are outside on the playground every morning. If they cannot help you, you will need to talk to your child's Class Teacher (please appreciate that you may need to make an appointment, although they will see you if they can).

If the Class Teacher feels they need to involve a more senior member of staff, the query will be passed on to the Phase Leader or Inclusion Manager.

Phase Leaders:	Phase 1 (EYFS and Y1)	Mrs Shaw
	Phase 2 (Y2 and 3)	Mr Govey
	Phase 3 (Y4, 5 and 6)	Mrs Pollard

Inclusion Manager:	Mrs Harding
Maths Leader:	Miss Montgomery
English Leader:	Mrs Pollard

If the senior staff feel the query is still unresolved, they will involve me.

We are sure this will aid communication and give all parents clear lines of contact.

Yours sincerely

Mrs A Chitty  
Head Teacher