

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:

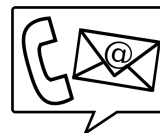


READING RECORDS

For brief messages, please write a note in your child's Reading Record. These are checked daily by somebody in your child's class. **These books have replaced the Pupil Planners.**

SCHOOL OFFICE

To communicate messages, however short or urgent to class teachers, please email the school office at sbps_office@swale.at. Messages that come into the office are checked regularly and will be passed onto class teachers without delay. Alternatively, ring the office on 01622 752161.



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. Please either speak to your child's teacher at the end of the day or make an appointment via the school office.



Mrs R Fulcher (SENCO)

CHILDREN WITH ADDITIONAL NEEDS

If your query is related to your child's additional needs, your first port of call should usually be the class teacher. However, you may feel it necessary to have a joint meeting with your child's teacher and our SENCO, Mrs Fulcher. You can do so by contacting the school office.

PHASE LEADERS

The job of phase leaders is to lead teaching and learning within their area of the school. If you feel your concerns have not been fully resolved by the class teacher, please make an appointment to see the appropriate phase leader via the school office. They will be happy to explore any worries you might have or indeed positive feedback.



Mrs C Hunt
Nursery, Year R



Miss H Ballard
Years 1 and 2



Mrs T Watts
Years 3 and 6



Mr L Clarke
Years 4 and 5

SENIOR LEADERS

On very few occasions, should you have further queries please make an appointment to see one of our Senior Leaders. Miss Ballard and Mr Clarke will act in their senior leadership capacity to deal with queries outside of their own phase, if things are not resolved at phase leader level. Please remember all other avenues must have been exhausted before a Senior Leader becomes involved.



Miss H Ballard
Assistant Headteacher



Mr L Clarke
Deputy Headteacher



Mr M Currie
Head of School



Mrs J Olivier
Executive Headteacher

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