

HOME SCHOOL COMMUNICATION GUIDE



CLASS DOJO - [Click here for guidance](#)

The *best* way to communicate with your child's class teacher is through Class Dojo. Whether it be a question about what to bring in next week or to check in on the weekly learning - please use this to message class teachers directly.

Please note, that this is for non-urgent messages (for **urgent** messages, see below).

If you are not yet connected to Class Dojo, please speak to your child's class teacher urgently.



SCHOOL OFFICE

To report an absence or to communicate **urgent** messages 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 Class Dojo.

SEN AND WELFARE NEEDS

If your query is related to your child's special education or welfare needs, your first port of call should usually be the class teacher. For SEN, you may feel it necessary to have a joint meeting with your child's teacher and our SENCO, Mrs Fulcher. Our Family Liaison Officer (Ms Parkhouse) will also be happy to meet with you to discuss available support for your child's welfare.

Please contact the school office to make an appointment.



AHT & SENCO
Mrs R Fulcher



FLO
Ms N Parkhouse

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 Hunta
Nursery, Reception and Year 1



Miss E Walter
Year 2



Mrs T Watts
Year 3 and 4



Mr B Smith
Year 5 and 6

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.



Mrs R Fulcher
Assistant Headteacher



Mrs C Hunt
Assistant Headteacher



Miss H Ballard
Assistant Headteacher



Mr L Clarke
Deputy Headteacher



Mr M Currie
Headteacher