SOUTH BOROUGH
Primary School

HOME SCHOOL COMMUNICATION GUIDE

CLASS DOJO - Click here for Class Dojo Protocol

The *best* way to communicate with your child's class teacher is through Class Dojo. We have a very clear protocol of when to use Class Dojo and when not to. We ask that parents respect and adhere to this protocol at all times.

If you are not yet connected to Class Dojo, please speak to Mrs Higham who will support you to set up your account..

SCHOOL OFFICE

Please email the office on sbps_office@swale.at with any of the following:

1. To notify us of absences, illnesses or changes to pick up arrangements.
2. Any query of a serious or urgent nature.
3. Any query that requires a more in depth conversation/response.

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.

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 (Mrs Higham) 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
Mrs N Higham

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, 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



Mr L Clarke
Deputy Headteacher



Mr M Currie
Headteacher