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| **ABBOTS FARM JUNIOR SCHOOL**  ***Learners for Life***  ***Farmers Forever***  *Ambitious, Healthy Bodies and Minds, Reflective, Resilient* | **Abbotts Way, Rugby,**  **CV21 4AP**  **Tel: 01788 576074**  **Email: admin2421@welearn365.com** |

**Communicating with School**

As a school, we value the level of communication that we have with our parents and families as it forms an integral part of your child’s journey and the progress they make whilst they are with us.

In order to provide clarity to the ways in which parents can communicate with school staff, we have produced a Flowchart for Communication. Please see Relationship and Behaviour Policy.

As a school, we expect that all parents will follow the flow chart and only communicate with a member of staff through the channels indicated. This will enable parents/carers to liaise with the most appropriate member of staff to sort out any issues within a reasonable amount of time, without the need for repetition or frustration.

**School Procedures**

To safeguard the high quality teaching and learning and to ensure an inspiring curriculum in a safe environment, we shall apply the following procedures to assist effective communication:

-Email communication, whether from parents to staff or vice versa should be sent through our office email address [admin2421@welearn365.com](mailto:admin2421@welearn365.com)

This ensures that the office staff can act on information received in an appropriate manner and time frame.

- The exceptions to this are the Head teacher (when reached as indicated on the flowchart) and, on occasions, the school’s SENCO.

-Telephone conversations between teaching staff and parents should take place outside teaching time and should last no more than 15 minutes. Should a discussion require further time, a meeting should be arranged at a mutually convenient for parents and the relevant staff member.

- To protect lesson preparation time in the mornings, staff will only meet parents if an appointment has already been made. If a message needs to be passed to staff then this can be done through the admin email as above.

We wish to emphasise our desire to develop strong relationships with parents as quickly as possible and appreciate that, as many of you will be new to the school, you may have additional queries that need answering. As such, please do not hesitate to contact us if you do have any questions.

Further support and information is available on our website in the *Key Information* and *New Intake* sections.

Yours Sincerely,

Joss Andrews

Headteacher

