

Message from the Chair of Governors

As an improving school, maintaining our prime focus on the happiness, safety and well being of our children - we constantly update procedures and communication practices, so this is to keep you informed of recent developments:

- If you wish to contact the school by e-mail or letter with a concern, this must always go via the school office. Mr Carter-King— School Administrator will respond by telephone to arrange a face to face meeting without delay having liaised with relevant staff if needed. To maintain professionalism we will use appropriate headings in all communications.
- For families of two separate carers with parental responsibility, please ensure that both contact details are registered with the school office to ensure good communication with both parties.
- Irrespective of any situation or concern, respectful, considerate behaviour by all stakeholders (***all staff, governors, parents, carers and children***) is expected at all times on our school site and within our community.
- In order to implement legally required safeguarding procedures, if you need to come in to school please always report to the school reception. Teachers are available in the playground at the start of the school day or an appointment can be made. Please also note that parents and carers need permission to access the classroom corridor.

Finally, can I just remind you to continue checking the school newsletter and web site for dates, information and current news.

Many thanks - Linda Hodgson (Chair of Governors)