



Furzeham Primary and Nursery School

'Inspired to learn, inspired for life'

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Mr P Adams, Headteacher
Mrs C Thompson, Deputy Headteacher

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Website: <http://furzehamprimary.org>

Thursday 14th September 2017

COMMUNICATION AT FURZEHAM PRIMARY SCHOOL

Dear Parents & Carers,

At Furzeham School we recognise the importance and opportunity to be able to communicate with us. As the new year begins, I have outlined the process by which you can pass messages, discuss your child's progress or raise any concerns.

Each morning the school gates are open at 8.45 for children to arrive in school. At each entrance to your child's classroom your child's teaching assistant will be there to greet them. This is an opportunity for you to pass any 'general' messages. We would respectfully ask that you do not come in to your child's classroom to speak to the class teacher at this time. School starts at 8.55 and from this point entrances will be closed.

If you would like to discuss your child's progress, raise a concern or pass a more sensitive message, we would ask that you make an appointment at the front office to meet with your child's class teacher. Teachers will generally be able to meet after 3.30 on each day. We would ask that concerns are raised with the class teacher in the first instance.

If your child or children have any concerns or worries in school please encourage them to talk to their class teacher or teaching assistant in the first instance.

From time to time it might be necessary for parents to discuss either their child's progress or a concern with another member of staff. Below I have outlined the phase lead teachers who would be the next point of contact after your child's classteacher.

Early Years Lead Teacher – Mrs Shaw-Giles – Responsible for Nursery and Reception classes.(Miss Armstrong, Miss Smoothy)

KS1 Lead Teachers – Mrs Chapman & Mr Bennett – Phase Leader for all 3 KS1 classes. (Mrs Bower & Mrs Booth, Miss James & Mr Bennett)

Lower KS2 Lead Teacher – Mrs Hewitt – Phase Leader for all 3 lower KS2 classes (Miss Shears, Mr Ward & Mrs Hewitt)

Upper KS2 Lead Teacher – Mrs Thompson – Phase leader for Year 5 & Year 6 (Mrs Chapman & Miss Wilkinson)

If you wish to meet with your child's phase leader please make an appointment at the front office.

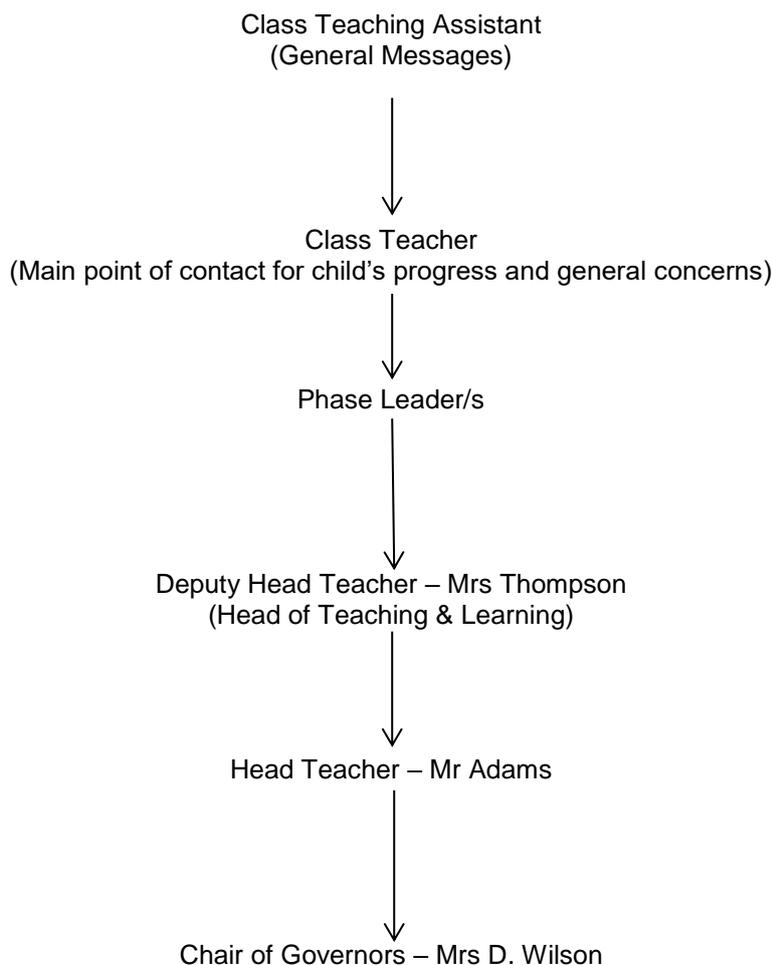
In the unlikely event that discussions with your child's class teacher and phase leader have not addressed raised concerns, please make an appointment to speak to Mrs Thompson (Deputy Headteacher & Head of Teaching & Learning).

Following discussions with Mrs Thompson, if there are further concerns please make an appointment at the front office to meet with myself. There is also an option to contact the Chair of Governors – Mrs Debra Wilson. Details of concerns in this instance would need to be put in writing and passed to the main office.

Any concerns relating to Special Educational Needs, issues regarding attendance or any pastoral concerns, please make an appointment at the front office to speak with Mrs Shuttleworth. Mrs Shuttleworth is our Special Educational Needs lead, Pastoral Lead Teacher and Attendance Officer.

Any Safeguarding concerns (if you see or hear something that concerns you) should be reported immediately to either Mr Adams (DSL) or Mrs Shuttleworth (Deputy DSL) immediately.

The 'quick view' flow chart below details the lines of communication at Furzeham Primary.



We would respectfully ask that concerns are not raised at the front office with the admin team, in a public forum or on social media sites – Please refer to our code of conduct and social media policy on our website.

If you wish to make an appointment with a member of staff you may be asked about the nature of the appointment however, admin staff will not be able to discuss the content of the concern.

Additional lines of communication

- Parents consultations will take place twice a year (Please refer to diary dates on September newsletter)
- Class show cases, assemblies and school events will provide opportunity for informal discussions where all staff will be happy to chat.
- Newsletters will be sent out via e-mail regularly
- School website provides up to date information – this includes a twitter feed and class blogs.
- Parents can telephone the office and speak to someone within the admin team - 853347
- Parents can e-mail the school – admin@furzehamprimary.org
- Parents can write a letter to the class teacher
- Parent governors & PTA members are often in and around school for informal chats. Please see notice board in front office for names and pictures.

Kindest regards

Mr. P. Adams

Headteacher