Dear Parent/Carers,

We hope you have all had an enjoyable and relaxing summer break. We look forward to welcoming back our community on Thursday.

We want to ensure that we have really positive communication with all our families this year and in order to help with this we would like to share details of our communication process.

We really appreciate that communicating with teachers can be really busy, especially at the beginning of a new school year. With this in mind, please feel free to book a $1: 1$ appointment with any member of staff via our school office. Please note we are hosting 'Meet the Teacher' sessions for an informal chance to connect with your child's teacher. More details will follow.

Please contact staff as per attached if you have any questions or concerns as well any positive feedback that we can share with our staff and community. It is imperative all community members follow the correct channels of communication.

We look forward to continuing to work with our families over this school year.

Yours sincerely,


## Mr I Atwal

Headteacher

Day to day communication
Concerns
Positive Feedback
Curriculum

Concern next step - if required
Positive Feedback
Curriculum overview

Concern escalated - if required
Positive Feedback
Assistant
Headteacher / SENCO

## Safeguarding / SEND

Curriculum Lead


Unresolved concern
Positive Feedback
Curriculum
Safeguarding / SEND
Complaint Stage 1
Curriculum
Safeguarding
Positive Feedback

Headteacher

| Phase Leaders: |  |  |  |
| :---: | :---: | :---: | :---: |
| Nursery \& Nest |  | Ms Finkie Kona |  |
| Early Years (Rece Apple \& Pear Clas |  | Ms Nicola Hunte |  |
| Key Stage 1 (Ye Ash, Beech, Ce | \& 2) <br> m, Fir \& Hawthorn Class | Miss Tayo Ogundare (interim) |  |
| Lower Stage 2 Juniper, Maple, | 3 \& 4) <br> Pine Class | Mr Simon Clemenson |  |
| Upper Stage 2 (Y Rowan, Sycamor | 5 \& 6) illow \& Yew Class | Ms Blessing Agina |  |
| SENCo |  | Assistant Headteacher |  |
| Mr Malacehi Abubaka | Inclusion <br> Any SEND related issues Positive Feedback Concerns | Miss Tayo Ogundare | Curriculum <br> Teaching \& Learning <br> Positive Feedback <br> Concerns |
| Deputy Headteacher: |  |  |  |
| Mrs Helen Robins |  | Curriculum <br> Positive Feedback Inclusion Safeguarding Unresolved Concern |  |
| Headteacher: |  |  |  |
| Mr Iman Atwal |  | Staffing Curriculum <br> Positive Feedback Safeguarding Complaint - Stage 1 Unresolved Concern |  |

