

## Communication Routes

How best to communicate with school:

<b>Message type</b>	<b>How to pass on</b>	<b>School's action</b>
<b>Urgent message for the office</b>	<b>Phone or in person to the office staff</b>	Will action asap.
<b>Urgent messages for the class teacher (verbal or written notes)</b>	<ul style="list-style-type: none"><li>• <b>Give to TA on the gate in the morning</b></li><li>• <b>Office staff</b></li><li>• <b>Phone</b></li></ul>	They will be passed on asap and by playtime at the latest.
<b>Less urgent message for the class teacher or office staff</b>	<b>Email <a href="mailto:office@stelling-minnis.kent.sch.uk">office@stelling-minnis.kent.sch.uk</a></b>	Checked daily and replied to as appropriate.
<b>Concern about the running of the school to the headteacher.</b>	<b>Email <a href="mailto:headteacher@stelling-minnis.kent.sch.uk">headteacher@stelling-minnis.kent.sch.uk</a></b>	Initial response within 48 hours.

Please note:

For booking After School Club on the day – please phone or come in person and don't rely on an email on the day being checked.

Teachers are always willing to see parents, and the best way is to make an appointment for a meeting after school via the office.

We are going to be trialling a system called Class Dojo in Badgers class as a way of parents communicating with teachers. More information to follow on this. This will be for less urgent forms of communication, and won't be checked every day.

Thanks for your help and support.