

# Parent Communication On a Page

## Class Teacher

There will be occasions where you need to discuss some concerns with the Class Teacher.

You may use Class dojo or speak to the teacher at the end of the day to identify a general concern. If necessary, please agree a time to discuss in further detail.

## Year group leader or Class Teacher

If the issue or concern can not be resolved, please re-open communications with your child's class teacher.

If the concern can not be resolved, it may be appropriate to escalate this to the Year group leader or a member of the Wider Leadership Team for support.

## Senior Leadership Team

If your issue or concern can not be resolved, please make an arrangement Via 'Class dojo' or calling the office to discuss further with a member of the Senior Leadership Team, including the SENDco.

Please give the office a general overview of your concern and the most appropriate member of the Senior Leadership Team will be in touch to make an appointment with you to discuss further.

## Head of School

If your issue or concern can not be resolved, please make an arrangement Via 'Class dojo' or by calling the office to discuss further with the Head of School.

Please give the office a general overview of your concern.

## Executive Headteacher

If you would like to raise a formal complaint following on from informal discussions with the Head of School or have a concern to raise about the Head of School, please call the school office to arrange a time to discuss with the Executive Headteacher.