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St. Mark's Communication Flowchart



STEP 2

CLASS TEACHER

STEP 1

OR OFFICE ASSISTANT PRINCIPAL / SENDCO MRS DYKES



MRS LINLEY

PRINCIPAL

STEP 3



Having followed Steps 1-2, if a matter needs further attention, it can be brought to Mrs Linley.

This can be organised through the school office or in collaboration with the member of staff previously involved.

Anything of an urgent safeguarding matter can be brought straight to Mrs. Linley.

"Proudly and joyfully, we love, live and learn as God's children." 🍙 🍟

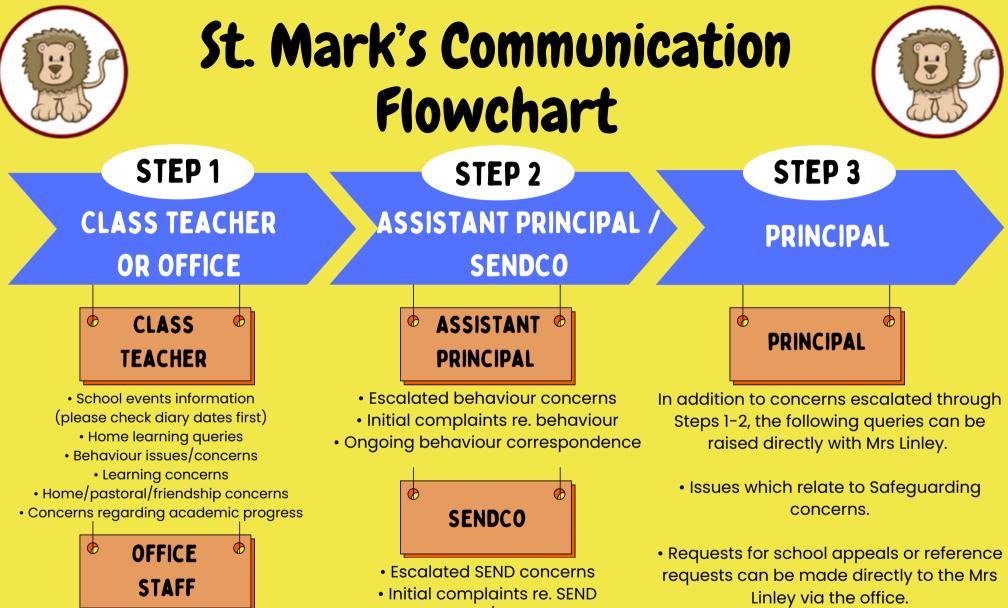
This is the first point of contact between families and school.

The table below clarifies whether the communication requires the attention of your child's class teacher or if the school office is more appropriate.

Teachers are available most days after school and appointments can be made by contacting the school office (by email, phone, Dojo or in person). If further support is required, Mrs Dykes is available.

This can be organised through the school office or in collaboration with the teacher currently dealing with the query.

For SEN specific queries, direct Dojo message or email Mrs Dykes.



- School events information/ changes to usual school day
- Reporting an absence / Attendance queries
- School Clubs including wrap around care
 - Payment queries
 - Medication/injuries
 - Appointments
 - Dinner queries

- concerns/practice
- Ongoing SEND correspondence
 - Parent and Family support

 Before requesting an appointment, please ensure that you have followed the steps in this flowchart. NB. Anything that would normally be raised with Mrs Linley can be raised with Mrs Dykes in her absence.