

# Communication @ SEXTON'S MANOR PRIMARY SCHOOL



## Education is a partnership ...

At Sexton's Manor, we believe that good communication and positive parent partnerships are key to ensuring a positive school experience for all.

This guide outlines the different ways that parents and carers can communicate with us and the ways in which the school will communicate with you.

## How You Can Communicate With Us...

### What to do if you would like to see your child's class teacher...

Class teachers are always willing to talk to you about your child's learning and development. If you have any concerns or would like to know more about your child's learning, please speak to your child's class teacher at the classroom door or make an appointment to discuss things by e-mailing the office at:

[office@sextonsmanorschool.com](mailto:office@sextonsmanorschool.com)

### What to do if your child is ill...

If your child is ill and will not be attending school, please ring the school office to inform them before 10am.

### Urgent Messages

Please contact the office with any urgent messages. This includes any change of collection arrangements as well as any other enquiries. Please be assured that all messages are forwarded to the relevant people in order that they can be dealt with efficiently.

**01284 754371**

[office@sextonsmanorschool.com](mailto:office@sextonsmanorschool.com)

### Addressing Concerns

We always want to address any concerns at the earliest opportunity.

If you have concerns about any aspect of your child's education, please speak to your child's class teacher in the first instance. Parents and Carers are to communicate respectfully in line with our school rules and expectations.

### Contacting the School SENDCO:

Our SENDCO (Special Educational Needs / Disability Co-ordinator) is Mrs Lynn Orchard. She can be contacted by e-mailing the school office.

### Complaints Procedure

We always aim to address concerns quickly and efficiently. However, if you require our Complaints Policy, then please see our website for more details.

# How We Will Communicate With You...

## Website

Our school website contains lots of information about our school and can be found using the following website address:

[www.sextonsmanorschool.com](http://www.sextonsmanorschool.com)

## Curriculum Newsletters

Class teachers produce half-termly curriculum newsletters to keep you informed of all the learning that will be taking place during the term. This will allow you to discuss learning with your child and will also enable you to complete extra learning at home should you wish to.

## Letters and Communication From the Office

Messages from the School Office will be sent to parents and carers by e-mail or text message. Please ensure that the office have up-to-date contact details.

## SLT Drop-Ins

Members of the SLT (Senior Leadership Team) are available to meet with you every fortnight on a Tuesday morning between 8.45 and 9.15am, starting on 8th November 2022. These are opportunities for you to discuss the curriculum provision for your child.

## Newsletters

Newsletters are published monthly. They contain details of upcoming events and school news. Please make sure you check the Dates for Your Diary section of the newsletter to find the dates of upcoming events. The link to the school newsletter will be e-mailed to you each month. You will also receive a text to inform you that the latest newsletter has been posted on the website and this can then be found by clicking the link on the home page of the School Website.

## Meet the Teacher and Parent Consultations

**At the beginning of the year, you will be invited to a Meet the Teacher meeting to find out about the class routines and to ask questions. There will be further opportunities to meet with your child's class teacher at our Parent Consultation Meetings in October and February. We also have an open evening in July.**

## Assemblies and Welcome Wednesdays

We invite parents to a variety of different assemblies and performances over the year so you can join with us in celebrating your child's learning. Our Welcome Wednesday sessions allow you to visit your child's class to find out about their learning and to complete activities with them. These sessions will resume on 9th November 2022 between 8.45 and 9.15am.