

# St. Chad's Communication



## Flowchart

### Step 1

Class Teacher  
or Office



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 or sending the class teacher a Dojo message.

### Step 2

Assistant  
Principal and  
SENCO

**Mrs Simner**

If further support is required, Mrs Simner is available.

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

For SEND specific queries, direct Dojo message or email Mrs Simner.

### Step 3

Head of School  
and DSL

**Miss Polito**

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

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 Miss Polito.

### Step 4

Executive  
Principal

**Mrs Grubham**

If a matter still requires further attention, it can be brought to Mrs Grubham.

This can be organised through the school office or in collaboration with Miss Polito.