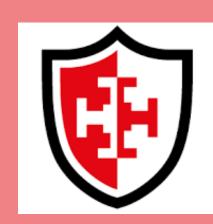
St. Chad's Communication

Flowchart



Step 1

Class Teacher or Office







Step 2

Assistant

Principal and

SENCO

Mrs Simner

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.

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.