



Communication Channels

Who do we communicate to?	What do we communicate?	How do we communicate?
Parents/ carers	Information about the school and staff Logistics: Dates/Times/Terms Events/Visits Incidents of behaviour at R3+ Health and safety information significant first aid Progress updates School policies	Newsletter Letters from HT Website Email and text – Scholar Pack Facebook (pre-school) Twitter Face to face Reading records Phone calls
Children	Information about learning Feedback in lessons Behaviour monitoring Growth mindset Reports Celebration events Homework	Face to face (teacher to child) Parent consultations Celebration assemblies
The Governing Board	All statutory aspects of the school are reported to the FGB and committees: Information about personal development, behaviour, safeguarding, attendance and health and safety Learning and standards Finance and strategy	Committee meetings FGB meetings Reports Emails Regular conversations between Headteacher and Chair
Prospective parents/ carers	Information about the school Teacher information Logistics: Dates/Times/Terms	Website Newsletters Banners Emails Phone calls Face to face
Staff	Teaching Progress Standards Strategy Professional dialogue Safeguarding CPD	Face to face Briefings Emails Official documents Meetings
Local community	Information about the school	Website Newsletters
Local authority, Diocese and DfE	Finance Standards Safeguarding Statutory aspects Admissions Attendance and SEND	Finance reports and returns Submission of data Phone call Face to face



What?	How?
Information about the school and staff	Website Office via email or phonecall
To speak with a member of staff	Talk to class teacher after school Make an appointment via the office
Logistics: Dates/Times/Terms Events/Visits	Website Newsletter Office via email
Progress updates	Parent consultation or meeting with staff
School policies	Website

Processes- Concerns and complaints

See Complaints Policy

Wanting to meet staff

Meeting the class teacher	1. Arrange to meet the teacher after school as the start of day is spent preparing for lessons. 2. Contact the office to make an appointment. Sledmere & Wetwang Federation - Contact/How to Find Us (sledmereandwetwangfederation.co.uk)	The class teacher will contact you via the office email or phone to arrange an appointment.
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Wanting to meet a member of the senior leadership team (SLT) or Executive Headteacher

Senior leadership team or Executive Headteacher	Arrange to meet a member of the SLT by leaving your details with the office. Sledmere & Wetwang Federation - Contact/How to Find Us (sledmereandwetwangfederation.co.uk)	The member of the SLT or Headteacher will contact you via email or phone to arrange an appointment
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Sharing ideas

FOWS/ FOSS Events	To discuss or share ideas about possible events, contact FOWS/ FOSS. Sledmere & Wetwang Federation - Contact/How to Find Us (sledmereandwetwangfederation.co.uk)	Attend coffee morning Email FOWS or FOSS.
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