

Communication Pathways



- Reporting first day absence and providing updates of continued absence
- Information regarding medical needs
- Queries relating to Arbor payments
- Details of planned absence, with appropriate documentation
- Details of changes to personal information
- Information regarding attendance to clubs

School Office

- Queries regarding the assessment of additional needs
- Updates about assessments that may have been conducted outside of school
- Information relating to EHC plan applications
- Information relating to pupils' pastoral needs
- Arrangements regarding meetings with outside agencies

Inclusion Team

- Queries regarding learning and behaviour in class and around the school
- Questions about curriculum content
- Initial concerns about additional needs
- Information regarding social and emotional wellbeing
- Information regarding homework
- Volunteering for educational visits

Class Teachers

In most instances, communications will be managed by one of the appropriate staff members to the left, certainly for the first point of contact.

However, on some occasions liaising with the relevant phase leader may be appropriate.

Miss Miran – Lower School Phase Leader

Mr Walker – Upper School Phase Leader

Phase Leaders

- Communication regarding whole school initiatives
- Communication regarding complaints procedure
- Conversations about financial hardship
- Issues that are not able to be resolved by class teachers or phase leaders

**Headteacher/
Assistant
Headteacher**