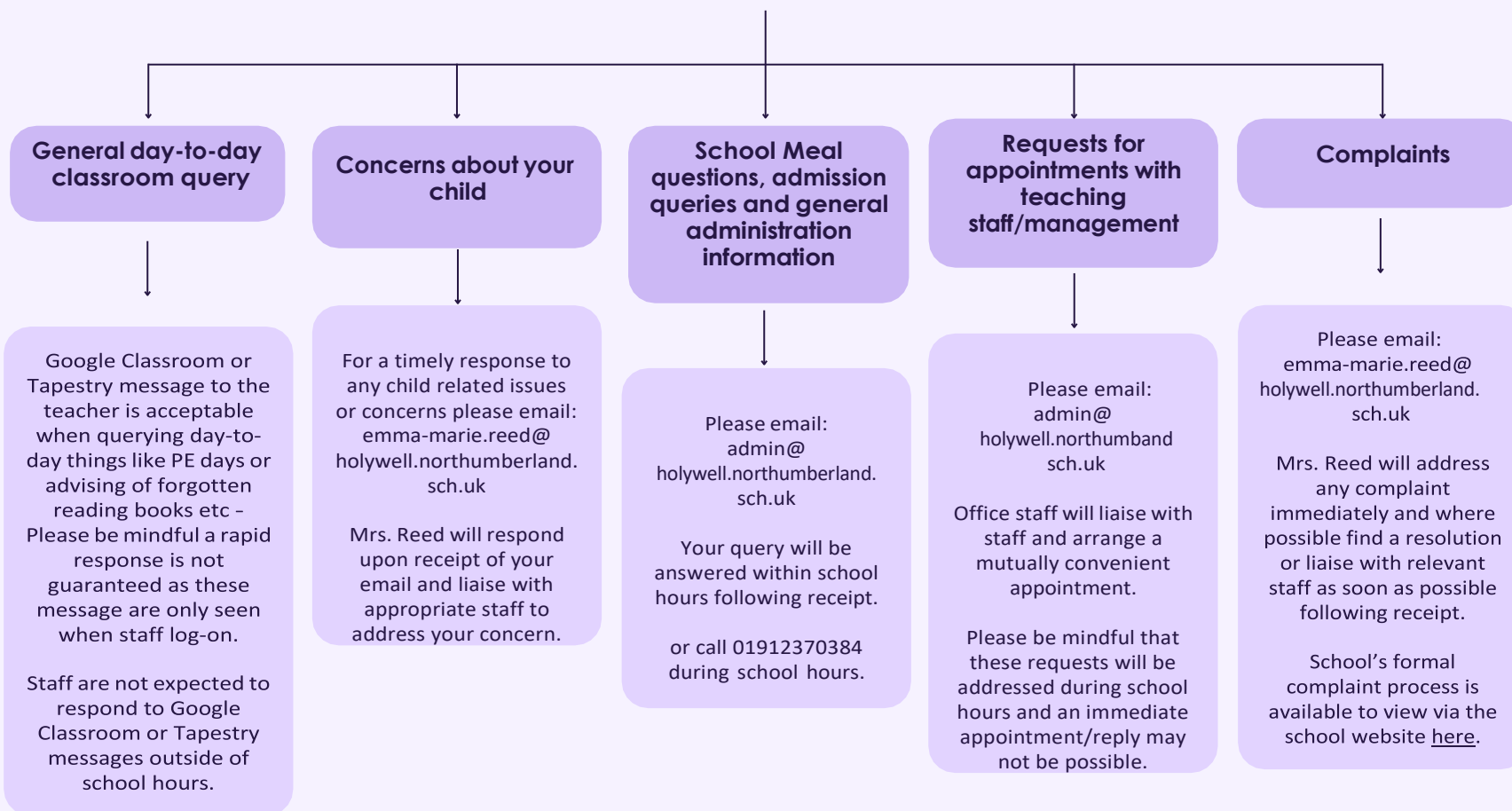


# Please follow the appropriate communication flow.

## PARENTAL COMMUNICATION

The School Office is the best place to come with any query/concern in the first instance either in person or by telephone on 01912370384. Mrs. Endacott, Mrs. Reed & Mrs Hogarth are on the yard each morning to assist also.



# SCHOOL COMMUNICATION

The School Office is open from 8.30am to 4pm to call in or telephone on 01912370384 - outside of these hours, please email [admin@holywell.northumberland.sch.uk](mailto:admin@holywell.northumberland.sch.uk) for non-urgent contact.

## General day-to-day contact

General day-to-day contact e.g. first aid notifications or upcoming events will be sent out to parents/carers in the form of emails - this includes our monthly school newsletter.

Please ensure your inbox is set-up to receive emails from school mailboxes.

If you are not receiving school emails, please check spam/junk folders regularly.

## Contact/issues affecting your child

Office staff will contact you by telephone or email to advise of any issues/concerns with your child as soon as possible.

You may be asked to speak with with appropriate staff (where necessary) either in person or by telephone.

For low level issues/concerns a member of staff may speak with parents/carers at the end of the school day when children are collected if appropriate.

## School Meal, admission queries and general administration information

Schoolgrid will contact you with any financial issues involving school meals but all other contact will be from the school office either by telephone or email.

Admission information will be shared with parents/carers by the office generally by email, including reminders for paperwork submissions and deadlines.

General administrative day-to-day contact will be made from the school office by telephone or email.

## Parent/Carer teacher contact

Parent/Carer Teacher consultations take place twice per year when appointment times are circulated by letter for parents/carers to request/complete.

Other contact with parents/carers will be arranged via the school office as and when required.

Please ensure you have the school telephone number (01912370384) saved in your telephone.

## Curriculum Information

Half-termly Curriculum information sheets will be circulated to parents/carers to ensure you are kept informed of what your child(ren) are learning.

These sheets will be shared as follows:

Nursery & Reception classes via Tapestry

Year 1 to Year 4 via Google Classroom

full information about what your child(ren) will be learning is available to view [here](#):

There is a wealth of information on our school [website](#) along with regular school updates on our [Facebook page](#).