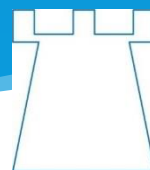


Communication Procedure



SHERIFF HUTTON PRIMARY SCHOOL

Date of Policy Review: July 2025

Approved by the Governing Body: July 2025

To be reviewed: July 2026

Responsibility: Headteacher

COMMUNICATION PROCEDURE

At Sheriff Hutton Primary School, we welcome and value strong communication with the parents / carers of the children in our school. There are a number of ways for communicating with school staff regarding any concerns or worries you may have.

If you have a concern about your child, please contact their class teacher in the first instance via their school email. Class Dojo should be used for quick notifications or updates, not for detailed messages or discussions.

For emergencies or immediate safeguarding concerns, please contact the school office as detailed below, so that your communication can be dealt with quickly.

Please note that teachers are busy preparing for the day and supervising their classes in the mornings, so they are not available for unplanned conversations at that time. After school, staff are responding to the children's learning and may have additional meetings. If you need to speak with a teacher in more detail, we kindly ask that you arrange an appointment at a mutually convenient time. This ensures we can give you our full attention and support and that your concerns can be addressed robustly and without interruption.

Appointments can be made by contacting the school office or by emailing the teacher directly. Please allow up to 3 working days for a reply, as teachers may not be able to respond immediately due to their teaching commitments.

A member of staff is present on gate duty each morning and can take brief messages. However, their primary responsibility is to ensure the safety and safeguarding of all pupils as they arrive at school. For any in-depth discussions, please email the school office to make an appointment with the appropriate member of staff.

Thank you for your understanding and continued support in helping us maintain a safe and focused learning environment.

Emails:

Mrs Smedley (Angela), Nursery a.smedley@sheriffhutton.n-yorks.sch.uk
Mrs Holdsworth, Bulmer Class s.holdsworth@sheriffhutton.n-yorks.sch.uk
Mrs Slater, Neville Class c.slater@sheriffhutton.n-yorks.sch.uk
Mrs Pearson, Galtres Class d.pearson@sheriffhutton.n-yorks.sch.uk
Mr Fewlass, Howard Class j.fewlass@sheriffhutton.n-yorks.sch.uk
Mrs Stell, headteacher headteacher@sheriffhutton.n-yorks.sch.uk

School office admin@sheriffhutton.n-yorks.sch.uk

Tel: 01347 878441