



Dear Parents/Carers,

We are extremely pleased that you are finding ClassDojo a supportive and easy communication tool to use to keep in contact with your child's teacher and members of staff within the school.

To help direct messages to the most appropriate member of staff, please see some example messages in the table below and who they should be directed to.

Who to message	Reason
<b>Class Teacher</b>	Class based issues such as <ul style="list-style-type: none"> <li>• Issues or concerns around classwork</li> <li>• General queries</li> <li>• Positive feedback</li> <li>• Lost property in class</li> <li>• Friendship issues</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Trip issues and queries</li> <li>• Any updates with your personal contact information</li> <li>• BASC queries</li> <li>• ParentPay issues</li> </ul>
<b>Safeguarding and Attendance Officer (Mrs Orbell)</b>	<ul style="list-style-type: none"> <li>• Safeguarding concerns</li> <li>• Requests for Early Help</li> <li>• Any other concerns around child safety</li> <li>• Medical issues</li> <li>• Attendance</li> </ul>
<b>Deputy Principal (Mrs Robinson)</b>  <b>Academy Principal (Mrs Glaister)</b>	Serious concerns that have not already been resolved by the class teacher. Issues must have been raised with the class teacher first and opportunity provided for the issue to be resolved.

**If you have an urgent issue or emergency or are reporting an absence please telephone the school office.**

