

Ladder of Communication

The member of staff that has been allocated as '1.' must be contacted first before continuing up the ladder. If you are contacting via email, please allow a minimum of 24 hours for a response.

Concern	Who you should contact
Your child's academic progress	Your child's classroom teacher
Social concerns in the classroom	<ol style="list-style-type: none"> 1. Your child's classroom teacher 2. Head Teacher
All aspects of classroom learning	<ol style="list-style-type: none"> 1. Your child's classroom teacher 2. Head Teacher
General school enquiries	School office
IEP's and special educational needs	<ol style="list-style-type: none"> 1. Your child's classroom teacher 2. School SENDCO
Questions about Cedar Club	<p>The member of staff leading the club.</p> <p>Julie Dolan – Cedar Club (am) Kate Rushworth – Cedar Club (pm)</p>
Any financial questions	School office
Questions about school lunch	School office
Questions about your child's attendance	<ol style="list-style-type: none"> 1. School office 2. Head Teacher
PTA questions	Chair of PTA
Medication	All medication must be signed in by the Head Teacher before it can be administered.
Uniform	School Office
Any other issues	School office, who in turn will direct you to the relevant person.