



St. Mary's Church of England VC Infant School

St Mary's Way, Baldock, Herts, SG7 6HY

Telephone: 01462 892347

E-mail: admin@stmarysinfants.herts.sch.uk

www.stmarysinfants.herts.sch.uk

Headteacher: Miss Verity Edey

Deputy Head: Mrs Kathryn Thorp

Tuesday 8th September 2020

Communication

Dear Parents/Carers,

As we have a new staffing structure, as well as new procedures due to Covid-19, I wanted to clearly set out for parents our communication arrangements.

We are constantly reviewing our communication methods to find the best way forward for staff, our admin team and for parents. Whilst the procedures that we had in place were effective before lockdown, we have reviewed our current procedures to ensure that we can communicate even more effectively and efficiently should we ever be unfortunate enough to go into another lockdown. We will therefore be merging to 'Dojo' in the coming weeks. This will provide consistency during transition between the Infants and Juniors, provide more efficient communication to all parents and responds to parental requests to move to this. Parents will also be able to send messages to staff which our current system does not allow. Details for how to access this will be sent to parents in due course.

Staff will not be available to converse with parents at the gate in the mornings. If you do have any urgent queries, please do give us a call and the office will be able to pass on your message straight away to staff. If something is not so urgent then please send an email and the office will ensure that it gets to the right person. The appropriate member of staff will then contact you.

Staff are not available for face to face meetings in person, however emails, a telephone conversation or a Microsoft Teams meeting can be arranged. All emails must be sent through to admin@stmarysinfants.herts.sch.uk. This will ensure that if any staff member is absent that your communication will still be acknowledged and passed onto another member of staff who can support you in the meantime. Please see below who you need to direct particular correspondence to. This will help us all to communicate in a timely manner.

Safeguarding	Health and Safety/Premises	Administration	Early Years	Key Stage 1	Classroom Issues	Special Educational Needs/English as an additional language/Mental Health	Pupil Premium
↓	↓	↓	↓	↓	↓	↓	↓
Miss Edey Mrs Thorp	Mrs Warne-Holland	Mrs Newman	Mrs Thomas	Mrs Thorp	Your child's individual class teacher	Mr Smith	Mrs Thorp

If you have an appointment with a member of staff via telephone or teams, meeting record notes will be made, and you will receive a copy of these. If you send an email in relation to your child, this will be kept in your child's file along with any necessary response that is sent to you either verbally or via email. This is important in ensuring records are shared during transition and that any actions can be revisited and monitored.

Please see below the procedures for raising concerns. Safeguarding concerns should be sent straight to the Headteacher and should not be shared with any other individuals to protect and safeguard any child that the concern relates to.

If you have a concern in Reception	If you have a concern in Key Stage 1
↓	↓
Class teacher: Mrs Thomas or Miss Farrant	Class Teacher: Miss Basra, Miss Smith, Miss Warren or Mrs Thorp
↓	↓
INCO Mr Smith: if the issue relates to a vulnerability. Mrs Thorp if the issue relates to pupil premium.	Mr Smith INCO: if the issue relates to a vulnerability. Mrs Thorp if the issue relates to pupil premium.
↓	↓
Early Years Leader: Mrs Thomas	Key Stage 1 Leader and Deputy Head: Mrs Thorp
↓	↓
Deputy Head: Mrs Thorp	Head Teacher: Miss Edey
↓	↓
Head Teacher: Miss Edey	Chair of Governors: Andrew Watkin
↓	
Chair of Governors: Andrew Watkin	

Please ensure that you follow these procedures for your concerns to be dealt with as quickly as possible. Prior to any meeting with the Deputy Head or Head teacher, all meeting records with the class teacher, INCO and Early Years/Key Stage 1 Leader will be shared with Senior Leaders to progress the next steps as effectively as possible. Parents will be directed to the correct member of staff who can deal with their issue by Senior Leaders, given the nature of the concern and if the above procedures have not been followed.

Communication regarding Curriculum

Teachers are already in the process of making judgements with regards to reading. We do appreciate that some pupils may have regressed or progressed from their last assessments and teachers are carrying out the necessary activities with each individual pupil to confirm their home reading colour. While we are ensuring transition time as well as setting up routines, this will take time to complete. Reading books will be sent to parents by Monday 14th September. All home learning will be sent to parents with clear instructions by Friday 18th September. Thank you for your patience while we reassess where pupils are within their learning.

Please can I also take this opportunity to confirm that birthday sweets, cakes, bikes and scooters are not permitted in school. The decision around bikes/scooters will be reviewed as time progresses.

Many thanks in advance for your support in following our communication procedures so that we can communicate with you effectively.

Kind regards,

Miss Edey
Headteacher