



# Meare Village Primary School

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## COMMUNICATION PROCEDURES

Dear Families

Below is a helpful table that sets out expectations for the different ways we communicate to help the school run smoothly each day.

From	To	Communication	Reason
School office	All families in school	Email letters	To communicate about school wide issues
Class teacher	All families in class	Whole Class Dojo	To communicate about class-specific matters
Class teacher	Individual families	Dojo message	To communicate matters regarding a specific child
Headteacher	All families in school	Whole school Dojo	<ul style="list-style-type: none"> <li>- End of week summary</li> <li>- Quick whole school announcements</li> <li>- Informal reminders or requests</li> </ul>
School office	Individual families	Phone call	<ul style="list-style-type: none"> <li>- Informing of bumped head</li> <li>- Request to join celebration assembly (Thursday call)</li> <li>- Specific individual matters</li> </ul>
Class teacher	Individual families	Uniform letters	To request an item of uniform or PE kit be worn
Class teachers	Individual families	Face to face at the end of the day	Matters that have arisen that day / positive behaviours and behaviour incidents
From	To	Communication	Reason
Families	School office	Phone call	Lateness / absence (by 8.40am) Alternative arrangements for drop off / pick up
Families	Class teachers	Class Dojo	Specific class-based / individual child matters (NOT messages about absences)
Families	Class teachers	Face to face at the end of the day	Matters that have arisen that day
From	To	Communication	Reason
Families	Governors	Email via school office	To raise issues through parent governors to the governing body

Please be mindful of the time / day of communication with regards wellbeing and workload.

Yours sincerely

Ms A Isherwood  
**Headteacher**

Today a seedling - tomorrow a flower