

Parent/School Communication and Contacts



School Office

Your child is unwell and will not be attending school (You may then be transferred to class teacher or Assistant Head).

To inform us that you will be late to collect your child or that they will be arriving late

General enquiries re term dates (For information re term dates, please also see our school website).

Enquiries regarding parent training sessions that have been scheduled, requests for 'links' to access virtual training sessions.

Information re school events – eg class assemblies, concerts, raffle tickets.

Enquiries about school dinners or any other payments

Enquiries regarding school uniform, purchase of book bags/swimming hats.

Quick Message that you may want to be passed onto class teacher eg forgotten swimming kit, missing book bag.

Teacher

To discuss your child's progress/current targets.

Concerns about your child's behaviour at school or

Specific concerns re: eating/toileting/ Sleeping /communication etc. – teachers can signpost to Speech and Language Therapist/Occupational Therapist that can support further.

To let us know any change of family circumstance eg. Change of address (This will then be shared with the office as appropriate)

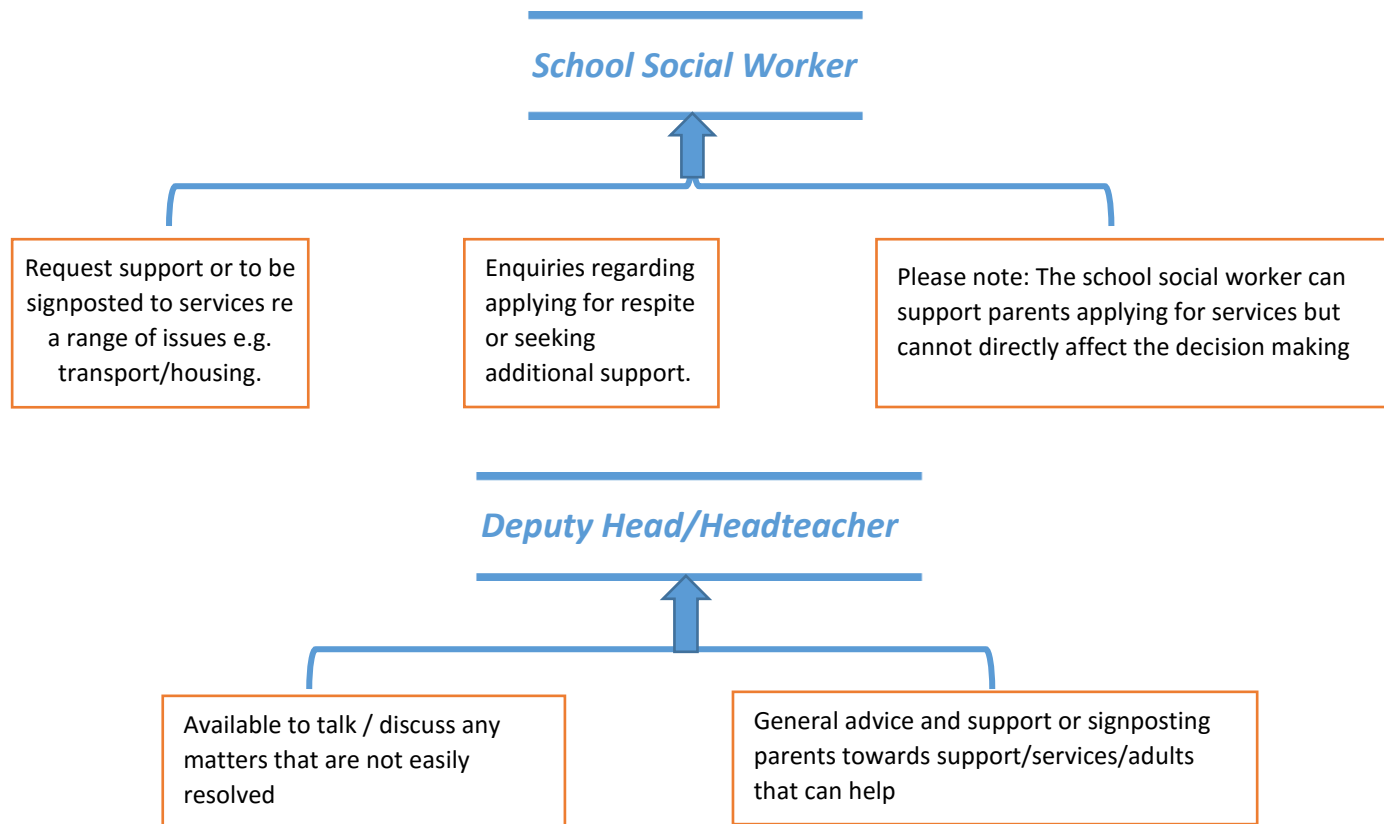
To inform us that your child has a medical appointment coming up (please provide evidence for this if possible).

Assistant Heads

Enquiries regarding Annual Reviews and EHCP's.

Any communications that you are worried or concerned about.

Concerns about your child's behaviour/progress at school or home (it is probably advisable to talk to class teachers in first instance but also feel free to contact the Assistant Head).



The best way to contact a member of staff is to telephone the main school office (8.15am-4.30pm) where you will be put through to the appropriate person – 020 8998 3135.

Alternatively you can email the school office regarding non-urgent enquiries - admin@castlebar.ealing.sch.uk