



Communication Sheet

At The Grove Junior we are committed to building successful working partnerships with our families. Part of this is maintaining clear communication between school and home in a range of ways. We have been working hard to enhance our methods of communication and make things as easy as possible for you as parents and carers. We thought it might be useful to clarify who to approach with a query and how you can get in touch with them.

| Your Query | Who you need to talk to | How to get in touch |
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| Anything to do with your individual child i.e. their progress, behaviour or something that has happened in school or on the playground. Any concerns regarding child welfare or family circumstances which we need to be aware of. | Your child's Class teacher is always the first port of call for any of these queries; they may then involve the Deputy Head or Headteacher if necessary. | Teachers are at their classroom doors before and after school if you need a quick word with them. For a more in-depth discussion, they are in their class each Wednesday after school. |
| Messages about medical appointments and childcare arrangements. | Your child's class teacher . | Please write a short note and hand to the teacher or e-mail the secretary on admin@grovejm.herts.sch.uk . |
| Anything to do with your child's additional learning needs such as special educational needs (SEN), Gifted and Talented (G&T) and English as an additional language (EAL) or any other concerns you may have. | Our Inclusion Co-ordinator (INCO) , Mrs Taylor. | Make an appointment via the school office or write a note to Mrs Taylor directly. Mrs Taylor works Tuesday, Wednesday and Thursdays only. |
| Any queries with administration, for example Music, Trips, School Meals, Absence etc. | School Secretary: Mrs Sikora | Come into the office, e-mail admin@grovejm.herts.sch.uk or call 01582 760031. |
| Any financial queries such as difficulty with payments, free school meals etc. | School Business Manager: Mrs J Wake | Come into the office, e-mail sbm@grovejm.herts.sch.uk or call 01582 760031. |
| Anything to do with the whole school or to give feedback or make suggestions to the school. | Headteacher: Ms Clifford | Please call the school office or e-mail admin@grovejm.herts.sch.uk to arrange a meeting with the Headteacher. To contact the Chair of Governors please e-mail Govs@grovejm.herts.sch.uk . |
| Any queries about fundraising events and to volunteer to help. | Chair of the PTA: | e-mail chair@pta-groveschools.org.uk |

We hold a half termly parent forum to discuss ideas and feedback. Please look at the school calendar for times and dates and if you are unable to attend please email any ideas to be discussed to admin@grovejm.herts.sch.uk

All letters will continue to be sent out via school comms or hard copy as requested; and our newsletter is sent out fortnightly on a Thursday. Please continue to update our Golden Book, which is located in the foyer, with positive feedback as these comments are read out to the children during assemblies.

Please retain this for your reference – Thank you