

Hutton School Communication Plan

Ways we will contact you:	Class Dojo	Email	Phone	Facebook	Newsletter	Website
	This is our main source of communication with parents by Teachers and office staff. We will use this to send reminders, list upcoming dates, share posters of event, share important letters and all general communication. This can also be used to private message between staff and parents.	We use email to respond to an email enquiry from you. In school hours. The office will use it to send out key information if there is an issue with ParentPay. This can be used by parents for more urgent communication regarding children and will be sent to the correct person. Safeguarding email – this is to be used for all confidential safeguarding concerns and will be dealt with in a timely manner.	The office will phone to check absences if a message hasn't been left by 9.15 a.m. It will also be used for calls regarding lunches or if your child is ill. Your class teacher may phone you if a message needs to be given that day or to feedback on behaviour.	Used to promote and celebrate children's achievements and events at school. We will use this to send reminders, list upcoming dates, share posters of event, share important letters and all general communication.	Used to promote and celebrate children's achievements and events at school and school. This is shared on Class Dojo, Facebook and also on our school website.	Used for urgent/emergency information Communication of important and upcoming dates/events through copies of newsletters. Curriculum information is detailed here. Staffing information is available here. Policies and key documents are accessible from here
Ways you can contact us:	Class Dojo	email	Phone	ParentPay	Reading Record	Parents evening
	Please be mindful that Class Dojo is for non-urgent communication from parents. Staff will not be able to respond whilst teaching or outside of the hours of 8am and 5pm.	office@hutton.kmat.co.uk This email address is a good way to contact us ensuring the emails states FAO. Please be aware we may not be able to respond to these that day. We will acknowledge receipt where possible within 1 day and fully respond within 5 days.	01934 812852 Contact the school to report absences before 9.30a.m. and messages and if you want to book an appointment with the class teacher.	This is the system for booking school meals. Remember they need to be booked before 8:15 am each day.	You can use your child's home school reading record to pass on messages. Please make sure your child puts it in the box or hands it to the teacher	There are 2 parents evenings each year where you can discuss your child's progress.

If you have a concern, please follow this system.

1. Contact the class teacher first (most things can be easily sorted this way)
2. Contact SENDco or Senior Leader
3. Contact Executive Head or Head of School

Please be aware that staff will respond to you as quickly as they are able to. (They have teaching, duty, training, meeting commitments throughout the day and after the children leave)

Catching a teacher on the playground is suitable for a quick message but not for a more detailed discussion – they are responsible for their class. Please make an appointment with the office in this case.

All forms of communication must be conducted respectfully and calmly.