



**PARENT
COMMUNICATION
TREE**



FOR NON URGENT MATTERS OR TO INFORM YOUR CHILD'S TEACHER ABOUT A MATTER, **CONTACT YOUR CHILD'S CLASS EMAIL**
TEACHERS WILL AIM *TO COME BACK TO YOU WITHIN 5 WORKING DAYS*

CLASS EMAIL ADDRESSES:
nursery@valleyprimary.org
astonr@valleyprimary.org
gryllsr@valleyprimary.org
peaker@valleyprimary.org
bell1@valleyprimary.org
lee1@valleyprimary.org
shaw1@valleyprimary.org
churchill2@valleyprimary.org
nightingale2@valleyprimary.org
pankhurst2@valleyprimary.org
riley3@valleyprimary.org
hawking4@valleyprimary.org
newton4@valleyprimary.org
sharman4@valleyprimary.org
holst5@valleyprimary.org
lynn5@valleyprimary.org
webber5@valleyprimary.org
ennis6@valleyprimary.org
farah6@valleyprimary.org
simmonds6@valleyprimary.org

FOR URGENT CONCERNS OR TO INFORM ABOUT URGENT SAFETY MATTERS, **CONTACT THE SCHOOL OFFICE**
OFFICE EMAILS WILL BE CHECKED DAILY
office@valleyprimary.org



IF YOUR CHILD'S CLASS TEACHER WAS UNABLE TO RESOLVE YOUR QUERY, PLEASE **CONTACT PARENT LIAISON**
parentliaison@valleyprimary.org



OUR PARENT LIAISON LEAD WILL DISCUSS THE MATTER WITH YOU TO RESOLVE

or

OUR PARENT LIAISON LEAD WILL REFER YOUR QUERY TO YOUR CHILD'S PHASE LEADER

OUR PARENT LIAISON LEAD WILL AIM TO COME BACK TO YOU WITHIN 5 WORKING DAYS



IF YOUR CHILD'S PHASE LEADER RECEIVES A QUERY OR CONCERN THEY WILL INVESTIGATE AND AIM *TO COME BACK TO YOU WITHIN 5 WORKING DAYS.*



IF YOUR CHILD'S PHASE LEADER WAS UNABLE TO RESOLVE YOUR QUERY, **CONTACT PARENT LIAISON FAO MISS MILEWSKI OR MRS WILTON OR ATTEND THE SLT DROP IN TO DISCUSS.**
OUR HEADTEACHER OR DEPUTY HEADTEACHER WILL AIM TO COME BACK TO YOU WITHIN 5 WORKING DAYS.



IF THIS PROCESS FAILS TO RESOLVE YOUR QUERY, **REFER TO OUR COMPLAINTS POLICY AND BEGIN STAGE 1 OF THE PROCESS BY PUTTING A COMPLAINT IN WRITING.**

EXPLORERS PROVISION:

FOR ANY QUERIES REGARDING OUR EXPLORERS BEFORE AND AFTER SCHOOL PROVISION,

OUR EXPLORERS MANAGER WILL AIM TO COME BACK TO YOU WITHIN 5 WORKING DAYS

	CONTACT OUR EXPLORERS EMAIL	
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