Walk On Water

St. Paul's C of E VA Primary and Nursery School

Communication Flow Chart

With God ALL THINGS ARE possible MATTHEW 19:26

To receive the most effective and timely response to a query, parents are asked to use the following chart when communicating within the school. The flowchart only progresses to the next level if the issue or concern is not satisfactorily resolved. **All emails must go to the administrative team who will direct the email to the correct member of staff and will also involve the Senior Leadership Team if necessary. Staff should not be emailed directly - this includes the Deputy Headteacher and the Head Teacher.** For any issues regarding safeguarding or complaints, please see the relevant policies.

Academic
Progress
Reports
Curriculum
Child care arrangements

Social / Emotional needs
SEN provision or concerns

Behavioural
In class
Playground incidents
Bullying concerns

Safeguarding

Child protection

Administrative
(finance, permission slips, attendance, policies, clubs, making appointments, contact details, GDPR, press/social media)
Mrs Graham
Mrs Ashley Oosthuizen

The Friends of St Paul's
Fundraising ideas

Class Teacher
Parent surgery slots
After school on the playground
Message via the link book

Designated Safeguarding Leaders
Miss Michelle Cohen
Mrs Sarah Reeve (Safeguarding Governor)
Mrs Aoife O'Sullivan
Mrs Courtney Westwood
Mrs Kirsty Clifford (Mat Leave)

Admin Team
Jacqui Graham (School Office)
admin@stpauls779.herts.sch.uk

Mrs Ashley Oosthuizen (School Business Manager)
sbm@stpauls779.herts.sch.uk
01923 264641

Class Reps

Phase Leader
Mrs Aoife O'Sullivan (EYFS)
Miss Emilia Knights (Y1-3)
Miss Chloe Saunders (Y4-6)

SENCO
Mrs Courtney Westwood
senco@stpauls779.herts.sch.uk
01923 263641

Chair of The Friends
Mrs Lou Ellis
friends@stpauls779.herts.sch.uk

Deputy Head Teacher
Mrs Aoife O'Sullivan
01923 263641

Head Teacher
Miss Michelle Cohen
Contact via admin@stpauls779.herts.sch.uk
01923 263641

Chair of Governors
Mrs Marika Dixon
dixon.marika@stpauls779.herts.sch.uk