



Finchale Primary School

Policy on Home-School Communication

At Finchale Primary we like to ensure smooth communication at all times. This includes brief, informal exchanges between staff and parents/carers as well as the more formal types of communication for example medical appointments, requests for leave etc.

In order to maintain this smooth running of our school and to avoid confusion the Governing Body has agreed the following policy on formal communication between home and school. In no way is this meant to replace the regular informal exchanges that take place between home and school.

Parents/carers wishing to communicate formally with any member of staff or Governor at school, for example on a matter that would require more than a brief exchange, should use one of the following methods of communication:

- 1) By making an appointment through the school office
- 2) Telephoning the school on 0191 3865187
- 3) By a letter addressed to the member of staff concerned
- 4) Through the school email which is finchale@durhamlearning.net

It may also be possible to meet the class teacher on the school yard or within the school premises to make arrangements for a formal appointment.

We are always happy to meet with parents/carers to share information about children, to provide help and advice and to offer support in whatever way may ultimately be of benefit to the children in our care so please do not hesitate to contact us should the need arise.

Date Reviewed: May 2024