



Buttsbury Infant School Communication Chart

The purpose of this document is to improve the communication between the school, school community and families.

Contact details: The school office can be contacted by telephone between 8.30am and 4.00pm on weekdays (outside of office hours a message can be left on the answer phone).

Postal Address Buttsbury Infant School Perry Street Billericay Essex, CM12 0NX	Telephone 01277 622821 Email admin@buttsbury-inf.essex.sch.uk	Website https://www.buttsbury-inf.essex.sch.uk/
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Messages, queries, concerns	Person to contact
If your child is absent from school...	Please notify the school by 9.10am using the Study bugs app https://studybugs.com/ . This is the most efficient communication to ensure that the correct details are recorded (name of pupil, name of class and reason for absence/illness). We also have a dedicated absence reporting line if you do not have access to the internet. Please note that this notification does not guarantee that absences will be authorised.
If you have a quick message for your child's teacher about collecting arrangements, health concerns, home learning...	Talk to your child's teacher on the playground or write a short message in your child's Communication Diary. Urgent messages may be left with a member of staff in the playground if you do not get a chance to speak to the teacher.
If you would like to talk about your child's learning progress...	Make an appointment to meet with your child's teacher. Put a note in the Communication Diary or telephone the office to arrange a time.
If you are concerned about social behaviours or bullying...	In the first instance, it is important to make an appointment to meet with your child's teacher. If, following your discussion you would like more information, make an appointment to meet the relevant school leader.
If you would like to discuss something related to your child's teacher...	Make an appointment with the relevant leader of the year/phase group your child is in. Early Years – Mrs Coombs Year 1 – Mrs Harris Year 2 – Miss Woollard
If you would like to discuss your child's Special Educational Needs...	Make an appointment to meet with the Special Educational Needs & Disability Co-ordinator, Mrs Nicola Robinson

Executive Headteacher – Mrs Ann Robinson Deputy Headteacher – Mrs Harris SENco – Mrs Nicola Robinson		
Reception	Year 1	Year 2
EYFS Phase Leader – Mrs J Coombs	Year Group Leader – Mrs Harris	Year Group Leader – Miss Woollard
Foxes Class – Mrs Lofthouse Hedgehogs Class – Miss Corr Badgers Class – Mrs Coombs Rabbits Class – Ms Kane	Owls Class – Mr Payne Robins Class – Mrs Price Woodpeckers Class – Miss Mower Kestrels Class – Miss Lawrence	Oak Class – Miss Brown Birch Class – Miss Olive Elm Class – Mrs Fitzgerald Willow Class – Miss Woollard

If having followed the steps above, your query or concern is not resolved, please make an appointment with the school office to meet with either the Headteacher, Mrs Ann Robinson or the Deputy Headteacher, Mrs Sarah Harris.

Should you need to contact the Governing Body directly, they may be contacted in writing via the school office. All correspondence must be sealed and addressed to the Chair of the Trust Board, Dr. S. Lague.