

Field Junior School



Head teacher: Miss J Brooks, B.Ed (Hons)

Watford Field Road
Watford
Hertfordshire
WD18 0AZ

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admin@fieldjm.herts.sch.uk

November 2020

Dear Parents/Carers

COMMUNICATION

As communication is a crucial element to the smooth running of a school, we would like to clarify who you should communicate with directly if you have a query or concern. To expedite your query/concern, please can I ask that you refer to the table below when deciding which member of staff is most appropriate to contact.

YOUR QUERY	WHO YOU NEED TO TALK TO	HOW TO GET IN TOUCH
To share any concerns regarding child welfare or family circumstances, including child protection	Safeguarding Lead: Mrs Fogden (Mon to Thurs) or Miss Brooks	Telephone to make an appointment via the school office 01923 221877
Anything specifically relating to your child (their progress, behaviour or something that has happened in school)	Your child's Class Teacher is always the first port of call for any of these queries. They may then involve the Deputy Head Teacher or Head Teacher if necessary	Make an appointment via the School Office Teachers have different availability before and after school due to clubs, meetings, training, etc. They may telephone you if appropriate. If you wish to make an appointment , it would be helpful to give the office an indication of the nature of the concern to ensure enough time is allocated
Concerns or complaints relating to your child .	Your child's Class Teacher is always the first port of call for any of these queries	Make an appointment via the School Office Teachers have different availability before and after school due to clubs, meetings, training, etc. They may telephone you if appropriate. If you wish to make an appointment , it would be helpful to give the office an indication of the nature of the concern to ensure enough time is allocated See Complaints policy on school website
Anything to do with your child's Special Educational Needs (SEN) provision or any concerns you may have about SEN or pastoral needs	Inclusion Manager: Mrs Fogden (Mon- Thurs)	Make an appointment via the School Office
Anything relating to your child's sickness absence	School Office	Inform the School Office before 9.00am on the first AND third day of absence detailing reason for absence and a written on the day your child returns. Leave a voicemail on: 01923 221877



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Anything related to your child's absence due to a medical or outside appointment during the school day	School office	Inform the school office in advance in the form of a written note or telephone call/leave a message on school answer phone and confirm whether your child will be requiring lunch that day.
If your child is going to be late e.g. traffic problems, family emergency	School office	Inform the school office as soon as possible or leave a message on the answer phone and confirm whether your child will be requiring lunch that day
Quick messages for your child's teacher e.g. lost items, wrong jumper	Class Teacher/Teaching Assistant	Speak to the member of staff who greets your child in the morning
Messages about who is collecting your child etc	School office	01923 221877 BEFORE 12 noon
Holiday Requests during term time. Please remember requests should only be made in exceptional circumstances.	Miss Brooks	Complete the appropriate form from the school office
Any queries with administration e.g. school dinners, payments, updating contact details	School office	01923 221877
Message for the Governing Board	Mr. Woodhouse Chair of Governors	Contact by letter via the school office addressed to Mr. Woodhouse
Anything to do with the school premises	School Office	01923 221877
Information regarding forthcoming events	Please refer to school website, newsletters etc	Please check the school calendar, newsletter or appropriate section on the school website https://fieldjm.herts.sch.uk/

I hope this information is useful

Kind Regards

Jeannette Brooks

Head Teacher