Morley Primary School

'The Morley Feeling, where anything can be achieved'.

School Ladder of Communication

The member of staff that has been allocated as '1' **MUST** be contacted first, before continuing up the ladder. If you are contacting via email or dojo, please allow a minimum of 24 hours for a response. If you are contacting by phone, please consider teaching commitments when requesting to speak to teaching staff.

Concern	Who you should contact
Your child's academic progress	Your child's classroom teacher
Social Concerns in the classroom	1. Your child's classroom teacher 2. The Senior Teacher 3. The Headmaster
All aspects of classroom learning	1. Your child's classroom teacher 2. The Senior Teacher 3. The Headmaster
Special Educational Needs	1. Your child's classroom teacher 2. School SENDCO
Financial Questions	The School Office
Questions about school lunches	The School Office
General School Enquiries	The School Office
Information regarding your child's attendance: *Changes to school drop off and pick up times or guardian collecting.* *Reporting of any sickness, hospital/doctors/dentist appointments etc*	1. The school office 2. Your child's classroom teacher 3. The Headmaster
Uniform enquiries	1. The school office 2. The Headmaster
Medication: *All medication must be handed to the school office and a medical form completed **BEFORE** school can administer medicines.*	The school Office
Concerns regarding your child's classroom teacher/Teaching Assistant	1. The Senior Teacher 2. The Headmaster
Concerns regarding the senior teacher	1. The Headmaster 2. The Chair of Governors
Concerns regarding the headmaster	1. The Chair of Governors
Questions/information regarding Penguin Play and after school club	1. Penguin Play manager
Questions/information regarding school organised after school activities/clubs	1. The School Office 2. Your child's classroom teacher 3. The Headmaster
Any other concern	The school office, who will channel your concern to the correct member of staff

Points of Contact:

- Chair of Governors – Mr Campbell
- Headmaster – Mr Taylor
- Senior Teacher – Mrs Richards
- SENDCO – Mr Johnson
- Class 1 Teacher – Mrs Willis
- Class 2 Teacher – Mr Johnson
- Class 3 Teacher – Mrs Richards
- School Office – Mrs Taylor
- Penguin Play Manager – Miss Smith