

# COMMUNICATION BETWEEN HOME AND SCHOOL

At Hunsley Primary we know the children benefit from the school working in close partnership with our parents/carers and a key aspect of this partnership is the communication between home and school. For more information about how you can stay in touch with the school and how we communicate, please do read on:

## **How do I contact my child's teacher?**

Speaking with your child's teacher is often possible at drop off and collection times, however if you are not able to do this then please do feel free to email them on - [enquiries@hunsleyprimary.org.uk](mailto:enquiries@hunsleyprimary.org.uk) or leave a message at the main school office or over the phone and we will get back to you.

## **Can I arrange a meeting with a member of staff?**

Yes you can. If you have not been able to speak with the relevant member of staff or wish to set up a meeting then please do pop to the main school office. We will take the details of the request and look to arrange a date and time that is convenient for you and the member of staff.

Meetings can also be arranged by phone or by email.

## **How will the school communicate with me?**

The school can contact parents/carers by phone or email. Our preferred method of communication is email via our online Parentmail service. Parents benefit from receiving letters and notifications to their email accounts and also have the ability to pay for school trips and resources quickly and securely online. Please do ensure all your contact details are correct and that you notify the school should there be any changes.

We also post regular updates on our website, Facebook and Twitter pages, so please do keep an eye on them!



## **Can I speak to a member of staff over the phone?**

If you would like to ring the school please do so on 01482 330883. If the member of staff that you wish to speak to is not able to come to the phone then we will take a message and pass it on accordingly. The member of staff will then contact you when they are available.

If your call is urgent please relay the details to and an appropriate member of staff can be located.

## **What should I do if my child is absent due to an appointment or illness?**

If your child is absent from school for an appointment or illness, please do contact the school on 01482 330883. Our school answering service will allow you to leave a voicemail detailing the reason for absence. Alternatively please do send an email to [absence@hunsleyprimary.org.uk](mailto:absence@hunsleyprimary.org.uk)

## **How do I contact the school?**

Tel: 01482 330883  
Email: [enquiries@hunsleyprimary.org.uk](mailto:enquiries@hunsleyprimary.org.uk)  
Main Office: Louise Hitchin, Hunsley Primary Administrator  
Website: [www.hunsleyprimary.org.uk](http://www.hunsleyprimary.org.uk)  
Facebook: /HunsleyPrimary  
Twitter: @HunsleyPrimary