

Newbury Park Communication Guide

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 8.00am and 5.00pm on weekdays.

Please note that all correspondence to school leaders should be submitted in writing, in a named sealed envelope, rather than by email to ensure it reaches the appropriate person and confidentiality is not compromised.

<p>Postal Address Newbury Park Primary School Perrymans Farm Road Ilford, Essex, IG2 7LB</p>	<p>Telephone 020 8554 6343 Email admin@npps.org.uk (for general queries)</p>	<p>Website www.newburyparkschool.net</p>
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Messages, queries, concerns	Person to contact
If your child is absent from school...	Please notify the school office via ParentMail. 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). Please note that this notification does not guarantee that absences will be authorised. If you cannot access ParentMail please telephone and speak to someone in the school office.
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. 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 and progress...	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 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 phase group your child's teacher is in.
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.
If you would like to find out about Extended Services - Sunrise and Sunset Clubs...	Check the school website, email or ask at the school office.

If, having followed the steps above, your query or concern is not resolved, please make an appointment with the school office, to meet one of the Deputy Head Teachers: Ms. Ann Moyle and Miss Miriam Gould or the Head Teacher, Mr. Roddy Fairclough.

If you would like 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 Governing Body, Mr. Raj Sawali.

Newbury Park Communication Guide

Points of Contact



**Roddy
Fairclough**
Headteacher



**Miriam
Gould**
Deputy
Headteacher
[Year 4]



Ann Moyle
Deputy
Headteacher
[Year 2]



**Shani
Strange**
Assistant
Headteacher
[Year 5]



**Sabiha
Ahmed**
Assistant
Headteacher
[Early Years]



**Stella
DeLarrabeiti**
Year Group
Leader
[Year 1]



**Caroline
Rogers**
Assistant
Headteacher
[Years 3]



**David
Fitzsimmons**
Assistant
Headteacher
[Year 6]