

## Communications Plan - Who should I contact?

Class Teacher	Website/ Apps	School Office	Designated Safeguarding Leads (DSL)
<p>Please contact your child's teacher via the planner with questions about:</p> <ul style="list-style-type: none"> <li>• Most day-to-day questions</li> <li>• Trips and events</li> <li>• Any concerns about your child</li> <li>• Requests for a meeting or phone call</li> <li>• Information about pre-planned changes to pickup</li> <li>• Concerns about friendships or bullying</li> <li>• Information sharing</li> </ul> <p>You can also use the year group email addresses to contact the Class Teachers. Please be aware that these are not continuously monitored so should not be used for urgent enquiries.</p> <p><a href="mailto:Year3@stannsheath.org">Year3@stannsheath.org</a>  <a href="mailto:Year4@stannsheath.org">Year4@stannsheath.org</a>  <a href="mailto:Year5@stannsheath.org">Year5@stannsheath.org</a>  <a href="mailto:Year6@stannsheath.org">Year6@stannsheath.org</a></p>	<p>The School website has information on the following:</p> <ul style="list-style-type: none"> <li>• Term dates</li> <li>• Uniform</li> <li>• The school day – times and procedures</li> <li>• The curriculum</li> <li>• Upcoming events</li> <li>• Second-hand uniform</li> <li>• FOSAH</li> <li>• Previous bulletins and newsletters</li> </ul> <p><a href="http://www.stannsheath.org">www.stannsheath.org</a></p> <p>Apps</p> <ul style="list-style-type: none"> <li>• Scopay – ordering dinners (at least 8 days in advance), paying for trips/events, completing forms.</li> <li>• Studybugs – reporting absences (please complete before 8:30am please).</li> </ul> <p>Information from the school office will come from <a href="mailto:stannsheathjuniors-surrey@scopay.com">stannsheathjuniors-surrey@scopay.com</a> and will be categorised in the following ways: for information, for action, urgent. Please note you cannot reply to this email address.</p>	<p>The school office send out weekly bulletins and regular newsletters that contain lots of information. Please read these carefully as they contain the most pertinent, current dates, events and information.</p> <p>Please contact the School Office with questions about:</p> <ul style="list-style-type: none"> <li>• School Dinners</li> <li>• Scopay</li> <li>• Urgent information</li> <li>• Medical information</li> <li>• Changes in contact details</li> <li>• Forms</li> <li>• Same day changes to pick-up</li> <li>• The Den</li> </ul> <p><a href="mailto:admin@stannsheath.org">admin@stannsheath.org</a></p> <p>01344 842900</p>	<p>Please contact the DSL with any safeguarding concerns. Our Safeguarding Leads are:</p> <p>Designated Safeguarding Leads:</p> <ul style="list-style-type: none"> <li>• Mrs King</li> <li>• Mrs O'Connor</li> </ul> <p>Deputy Designated Safeguarding Leads:</p> <ul style="list-style-type: none"> <li>• Miss Allen</li> <li>• Mrs Savill</li> </ul>