



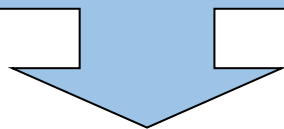
Warley Primary School Communication Flowchart

If your question or concern is regarding ParentPay (dinners/trips), newsletters, attendance, First Aid, medication administration, internal clubs, holiday requests or school events...



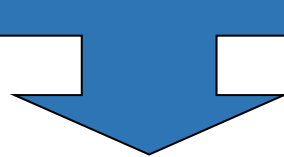
Please call the Admin Staff on 01277 223008.

If they cannot answer your question...



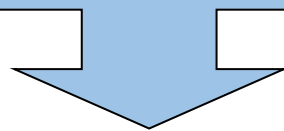
The Admin Staff will explain the next steps or provide you with the details of the appropriate person to contact.

If your question or concern is regarding day-to-day classroom routines, academic progress, behaviour, homework or class-specific events...



Please email the Class Teacher or book an appointment to see them.

If the Class Teacher cannot deal with your request and they feel it necessary...



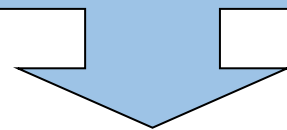
They will refer your request to a member of the Senior Management Team.

If your question or concern is regarding Safeguarding or private matters...



Please call the Admin Staff on 01277 223008 and ask to speak to a member of the Senior Management Team.

If the SMT cannot help over the phone...



They will schedule a meeting for you to come into school and meet with a member of the Senior Management Team.