



# How to Get In Touch

<p><i>My child is too unwell to come to school.</i></p>	<p>Please ring the school office and inform them of your child's absence before 9.00am. <b>The phone number is 01842 753279.</b></p>
<p><i>My child has forgotten their PE kit or homework.</i></p>	<p>If you can arrange to bring the PE kit or homework in, this can be brought to the school office. You can send a Dojo message – teachers will only respond to these during the 'open hours' of 8am and 5pm during weekdays when they are <b><u>not teaching</u></b>.</p>
<p><i>I would like to contact a member of the Senior Leadership Team (SLT).</i></p>	<p>There is always a member of the SLT on one of the gates at the start and end of the school day who you can talk to.</p> <p>You could also contact the office to let them know your query who will endeavour to get in touch with a member of the SLT. If they are not available, they will call you back.</p> <p>Alternatively, you can email the school office via <a href="mailto:office@nor.eastern-mat.co.uk">office@nor.eastern-mat.co.uk</a> and we will arrange for a member of SLT to contact you.</p>
<p><i>Someone different is picking up my child.</i></p>	<p>Please telephone the school office to inform us of the change and give permission, preferably before 12.30pm.</p>
<p><i>My child has a broken bone or injury that will require a risk assessment putting in place before returning to school.</i></p>	<p>Please telephone the school office advising them of the break or injury and they will have a member of staff meet with you on the morning of your child's return to school to complete a risk assessment.</p>
<p><i>I have a quick, informal query about homework or learning in school.</i></p>	<p>You are welcome to catch your child's teacher at the end of the day to speak with them. You can also send a message via Class Dojo - teachers will only respond to these during the 'open hours' of 8am and 5pm during weekdays when they are <b><u>not teaching</u></b></p>
<p><i>I would like to arrange a time to meet with my child's class teacher.</i></p>	<p>Please telephone the school office or catch the teacher at the end of the day to arrange a time to meet.</p>
<p><i>We have moved or parental contact details have changed.</i></p>	<p>Please come to the school office and fill in the appropriate forms as we need this information in writing.</p>