

Calmore Junior School Communication Flowchart 2024

Recommended Procedure for Parents

We know that when parents have a concern that relates to their child at school, whether it is pastoral, curriculum or staffing in nature, they often feel the best way forward is to ask to see the head or deputy head. In our experience, many of these concerns can often be most quickly resolved by talking first to the class teacher, as they know your children best. Therefore, if you want to speak to the class teacher, please make an appointment via the office. Thank you.

Teachers are available after school by appointment.

023 80865354 or via email- adminoffice@calmore-jun.hants.sch.uk

For queries relating to:

Learning, Pastoral or Additional needs		School Administration/ dinners/ clubs/ payments etc
In the first instance, please arrange to speak to your child's class teacher after school by appointment. Your child's teacher should be able to help or if not, direct you to another adult who could help you.		Please speak to reception if you require information that is related to school administration 02380865354 or via email- adminoffice@calmore-jun.hants.sch.uk
If you feel that your query has not been resolved, please arrange to speak to our Deputy Head, Mr N Darch via appointment.		In the event that you feel your query has not been resolved, please ask to speak to our School Business Manager, Mrs V Artingstall

Still need some help/advice?

Please make an appointment speak to our **Headteacher, Miss C Ingram**

email adminoffice@calmore-jun.hants.sch.uk

All staff are only contactable via the school office email

adminoffice@calmore-jun.hants.sch.uk

If you are unhappy with the outcome of your queries, please contact our **Chair of Governors, Mrs R Penny or Mrs R Lethbridge**, via the school office. They are always here to support you in achieving a positive outcome.