

Parental Communication Exemplar Chart

Is your enquiry urgent?

Yes

Examples:
Change of travel
arrangements/ Pick Up
arrangements
Home emergency

Contact School Office
Phone Call: 01250 871950

Admin

Parent pay, Absence,
trips, lunch orders,
school orders.

Contact School Office
Phone Call: 01250 871950

No

School

SLT Attention

Email:
st-stephens@pkc.gov.uk
Phone: 01250 871950

Class Teacher

Seesaw
Email:
st-stephens@pkc.gov.uk