



COMMUNICATION POLICY

Head Teacher: **Erica Barnett**

Deputy Head Teacher: **James Connor (?)**

The above are responsible for the academic progress and general welfare of pupils in the school.

Contact numbers:

The school office contact number is: **01245 330510**

The school Mobile number is: **07415 585867**

Absence and registration

All pupils must report to the school office to be registered.

All pupils must be registered at 8.25 am and 1.30 pm

Any pupils arriving late **MUST** report to the school office.

Absence through illness should be reported by telephone (01245 330510), or email: admin@belsteads.essex.sch.uk before 8.25 each day that the child is absent.

Written requests for leave of absence for reasons other than illness should be sent well in advance to the Deputy Head Teacher. It is not appropriate for holidays to be taken in school term.

There are no times in the day where we would expect children to leave the school grounds however, pupils with permission to leave the school during the day must sign out in the office.

Academic Progress

In general, pupils receive grades indicating attitudes to learning, organisation and attainment in each subject throughout the year, these are made available. You will also receive written reports up to twice per year.

If homework is given but the child is unable to complete it then, the appropriate care giver, should provide a note explaining the reason why the home work is not completed. Pupils are provided with a journal and both teachers and the appropriate care giver are encouraged to use this as a means of communication.

We use ARBOR as an electronic system of communication. You will be provided with details on how to access and use ARBOR.

Keeping in Touch

We are open to all methods of communication however; electronic systems are a good way to keep in touch. To ensure that we are compliant with GDPR we may ask you to complete a consent form, if the communication platform does not have this functionality.