



Communication Flowchart

Step 1

Class Teacher
or Office



This is the first point of contact between families and school.

The table below clarifies whether the communication requires the attention of your child's class teacher or if the school office is more appropriate.

Teachers are available most days after school and appointments can be made by contacting the school office by or sending the class teacher a Dojo message.

Step 2

Assistant Principals

Mrs Hill

Mr Ginder

and/or SENCO

Mrs Pitt

If further support is required, Mrs Hill and Mr Ginder are available. For SEND specific queries, direct Dojo message or email Mrs Pitt.

louise.pitt@st-johnbosco.sandwell.sch.uk

This step can be organised through the school office or in collaboration with the teacher currently dealing with the query.

Step 3

Head of School and DDSL

Mrs Attwood

Having followed Steps 1 -2, if a matter needs further attention, it can be brought to Mrs Attwood.

This can be organised through the school office or in collaboration with the member of staff previously involved.

Anything of an **urgent safeguarding matter** can be brought straight to Mrs Grubham or Mrs Attwood.

Step 4

Executive Principal

Mrs Grubham

If a matter still requires further attention, it can be brought to Mrs Grubham.

This can be organised through the school office or in collaboration with Mrs Attwood.