

**21<sup>st</sup> March 2024**

## **Effective communication**

Dear Parents/Carers,

As we strive to maintain effective communication between home and school, I am writing to highlight the importance of using appropriate channels for reaching out to teachers and staff members.

My job as a headteacher is to ensure children at school get the best offer of education and character development they can, and to get them ready for their next stage of learning. My role also involves supporting staff and ensuring systems in place at Bowling Green support their wellbeing and workload. Unfortunately, over this half term, staff have been sent evening and weekend emails directly, messages via social media and have been contacted outside of working hours regarding school matters. While we appreciate your engagement and involvement in your child's education, it is essential to streamline our communication process to ensure effectiveness for everyone involved.

Moving forwards, I kindly request that non-urgent matters be directed through the school office via email or phone. Mrs Knight and Miss Bury are well-equipped to handle inquiries, arrange appointments with teachers, and to relay messages to ensure they reach the appropriate member of staff.

For daily matters that require attention, please note that teachers will be available in the playground each morning before the start of the school day. This provides an opportunity for face-to-face communication and ensures that any pressing concerns or messages can be passed on. For urgent safeguarding concerns, our Designated Safeguarding Leaders (Mr Andrews, Mrs Mellor and I) will, of course, act quickly.

Thank you for your cooperation in this matter. As a staff team, all of us at Bowling Green really, really care about our children and families, and work hard so our wonderful school is performing at such a high standard. I hope that you understand that this message around communication is not to diminish home-school relationships within our community school, but to support consistent systems and staff members' work-life balance.

Should you have any questions or concerns, please do not hesitate to contact the school office or speak to me in the playground.

With best wishes,

Mr Stuttard

