



SCHOOL COMMUNICATIONS

PARENTS/CARERS TO SCHOOL	PARENTS/CARERS TO STAFF
<p>REPORTING PUPIL ABSENCE Pupil absence should be reported via Class Charts by selecting absence as the reason OR calling school, selecting option 1 and leaving a message on the absence line.</p>	<p>NON-URGENT QUERIES Non-urgent queries should be marked for the attention of the staff member involved via email to contactus@bellerivefcj.org.</p> <p style="text-align: center;">↓</p> <p>Staff will aim to respond during their working hours to non-urgent queries within 5 school days.</p> <p style="text-align: center;">↓</p> <p>If you are unsure who you need to speak to then a non-urgent query can be sent via the contact us email in the first instance.</p>
<p>URGENT QUERIES Queries of a safeguarding nature are considered urgent i.e. where there is a concern about the immediate well-being of a child, for example if a child was missing.</p> <p style="text-align: center;">↓</p> <p>If there is a concern of this nature then parents/carers should contact the school by telephone or attend main reception and ask to speak to a member of the Safeguarding Team.</p>	<p>PARENTS/CARERS TO STUDENTS Parent/Carer wishing to contact their child/children during school hours. Pupils are not permitted to leave lessons to come to the telephone to accept calls.</p> <p style="text-align: center;">↓</p> <p>If there is an urgent message to be passed on to a pupil then parents/carers may contact the school receptionist BEFORE 2.30PM via telephone on 0151 727 2064 who can pass a message to a student. To minimise disruption to lessons this should only be used in emergencies.</p> <p>Pupils are not permitted to use mobile phones in school. If a pupil uses a mobile phone during the school day this will be treated as a breach of the school behaviour policy</p>
<p>NON-URGENT QUERIES Non-urgent queries, such as detention information or general queries should be emailed to contactus@bellerivefcj.org and marked for the attention of staff member involved ie.form tutor/subject teacher.</p> <p style="text-align: center;">↓</p> <p>Staff will aim to respond during their working hours to non-urgent queries within 5 school days.</p> <p style="text-align: center;">↓</p> <p>If you are unsure who you need to speak to then a non-urgent query can be sent via the contact us email to in the first instance.</p>	<p>PUPIL TO PARENT/CARER If a student needs to contact a parent/carer during the day then they should go to their Head of Year at break or lunch time.</p>
MEETING REQUEST	
<p>Meeting requests should be sent to contactus@bellerivefcj.org FAO relevant member of staff as a non-urgent query. Please note that meetings are by prior appointment only, unless the issue is urgent as defined above.</p>	
<p>*Please be respectful when speaking to our school staff as we do our very best to help you, aggressive and abusive behaviour will not be tolerated*</p>	

