



Friday 25th September 2026

Dear Parents and Carers,

We are committed to working in partnership with families and want to ensure that any questions, concerns, or issues are dealt with as quickly and effectively as possible.

In the first instance, any concerns regarding your child should be raised with their class teacher. Class teachers work most closely with your child on a daily basis and will usually have the information and context needed to address questions or resolve concerns promptly. If needed, they may then arrange a meeting with themselves and the teaching assistant.

After this meeting, if further support is required, the class teacher will liaise with the most appropriate member of staff and may arrange a follow-up meeting with you. This ensures that concerns are addressed efficiently and by those best placed to provide support.

To contact your child's class teacher, please do so via the school office or through the usual communication channels. Staff will aim to respond as soon as possible, although please allow reasonable time for responses during the school day.

Thank you for your support in following this process, which helps us respond to enquiries effectively and ensures the best outcomes for all children.

Kind regards,

St Mary's Team

