

# Communication at UTS

At Ursula Taylor we are committed to building successful partnerships with our parents and families. Part of this is maintaining clear communication between school and home in a variety of ways. Below are ways that you can get in touch to ensure you have your query dealt with effectively.

## Useful contact information:

School Tel No: 01234 359128 Mr Ruff (Site) 07724023123 (Emergencies only pls) Active Kids Tel No: 01234 352074

School email: office@ursulataylor.bedssch.co.uk Mrs Morrall: vmorrall@ursulataylor.bedssch.co.uk

Mrs Hall: khall@ursulataylor.bedssch.co.uk Mrs Lee: hlee@ursulataylor.bedssch.co.uk

Mrs Bartle: wbartle@ursulataylor.bedssch.co.uk

Your query	Who you need to talk to	How to get in touch
Anything to do with your individual child... their progress, behaviour or something that has happened in school or in the playground.	Your child's Class Teacher is always the first port of call for any of these queries; they then may involve the Senior Leadership Team if necessary.	<ul style="list-style-type: none"> <li>See Mrs Proctor (Parent Link) on the playground to get a message to a teacher – they will always phone you or catch up with you as soon as possible.</li> <li>Phone/email the school office – Miss Daley will pass on a message to the class teacher who will then get in touch with you.</li> </ul>
Anything to do with your child's Special Educational Needs (SEN) or any concerns you may have about possible SEN	Your child's Class Teacher or Mrs Morrall / Mrs Lee – 'Inclusion Managers'	<ul style="list-style-type: none"> <li>See Mrs Proctor / Mrs Hall / Mrs Morrall on the playground in the morning</li> <li>Phone / email the school office to leave a message or email Mrs Morrall / Mrs Lee directly</li> </ul>
Any queries with administration e.g. dinner money, school trip payments, uniform, attendance / illness / medical appointments / pick up arrangements	Miss Daley – Office Manager is your first port of call.  Mrs Bartle – Bursar is often available if Miss Daley is busy	<ul style="list-style-type: none"> <li>Pop in to the school office, telephone, send an email or write a short note</li> <li>Post Box outside Office for reply slips etc. (emptied daily)</li> </ul>
Any queries with Active Kids including booking and invoices	Mrs Proctor – Active Kids Manager	<ul style="list-style-type: none"> <li>Mrs Proctor is available on the playground each morning</li> <li>Phone the school office or Active Kids 01234 352074</li> </ul>
Any concerns regarding child welfare or Safeguarding or family circumstances which we need to be aware of or to discuss serious issues or concerns	Safeguarding Officers Mrs Morrall Mrs Hall Miss Wintle Safeguarding Governor Mrs Jepps	<ul style="list-style-type: none"> <li>Mrs Proctor can pass on a message requesting contact from a Safeguarding Officer – this will happen promptly.</li> <li>Directly contact Safeguarding Officers by phone or by email</li> </ul>
Anything to do with whole school issues or ideas for the future or to give feedback	Mrs Morrall – Headteacher Mrs Monger – Chair of Governors	<ul style="list-style-type: none"> <li>Make an appointment through the school office / school email or email Mrs Morrall</li> <li>In writing to Mrs Monger</li> <li>Suggestions and Feedback Box near School Office</li> </ul>
Any queries about fundraising in school or to volunteer for events	Mrs Hurley / Mrs Barker Mrs Reynolds / Mrs Hageman	<ul style="list-style-type: none"> <li>PTFA often around school before and after school day or leave a message at the school office</li> <li>Email school – it will be forwarded to PTFA</li> </ul>