

Who do I need to speak to?

Airy Hill Primary School - Guide for Parents and Carers

Speak to the school office about: <ul style="list-style-type: none"> • My Child at School App • School Dinners • Updating contact information • School uniform • Appointments • General enquiries 	Speak to Miss Green about: <ul style="list-style-type: none"> • Attendance • Concerns about your child's well-being • Home learning • Leave of absence requests • Covid 19 Queries
How to contact the school office: <ul style="list-style-type: none"> • Call 01947 602688 • Email admin.airyhill@yeat.co.uk • Send a message using the 'MCAS' app 	How to contact Miss Green: <ul style="list-style-type: none"> • Call 01947 602688 • Call or text 07852985990 • Email sgreen.airyhill@yeat.co.uk

Speak to the class teacher about: <ul style="list-style-type: none"> • Your child's learning • Your child's behaviour at school • Your child's friendships at school • Any day-to-day concerns 	Speak to Mrs Matthewman about: <ul style="list-style-type: none"> • Any concerns that have not been resolved when raised with your child's class teacher • Anything you would like to be dealt with confidentially
How to contact the class teacher: <ul style="list-style-type: none"> • Call 01947 602688 to arrange a time for the class teacher to call you back • Email admin.airyhill@yeat.co.uk and ask the message to be passed on 	How to contact Mrs Matthewman: <ul style="list-style-type: none"> • Call 01947 602688 • Email admin.airyhill@yeat.co.uk and ask the message to be passed on • Catch her on the gate most mornings

Communication from school

Message to the whole school or a whole class Announcement on the My Child at School app and email to all contacts with parental responsibility.	Message to individual parents or small groups Email to all contacts with parental responsibility
Urgent message about your child Phone call	Reminder/ non-urgent update Facebook

****Please ensure that you inform us if you change your mobile phone number or email address- it is important that you check your email account regularly as this is our primary form of communication****

Thank you