



Fair Field Junior School

Watford Road, Radlett, Hertfordshire, WD7 8LU
01923 856341

Email: admin@fairfield.herts.sch.uk
www.fairfield.herts.sch.uk

Headteacher: Mrs Leggett
Assistant Head of School: Mrs O'Sullivan

11th September 2024

Dear Parents and Carers,

Communication

I thought it might be useful to clarify the ways you can get in touch and who to approach to ensure your query is dealt with efficiently. If you need information about up-coming events, please check the newsletter/letters section of the website as your first port of call. If you would like to make an appointment, please contact the school office.

Your Query	Who you need to talk to	How to get in touch
Quick messages for your child's teacher, e.g. lost items, wrong jumper, etc.	Mrs Leggett or Mrs Parmar	Speak to them on the back gate or turning circle before school. They will then pass on the message, please note that this is for brief messages.
Anything to do with your child's absence	School Office Mrs Chaplin	Leave a voicemail 01923 856341 option 1. Please remember to inform us of symptoms. Term time absence requests must be made in writing to Mrs Leggett via the office on the admin email address
Messages about who is collecting your child, medical appointments, etc.	School Office Mrs Chaplin All messages will be passed on to the class teacher	Pop in, telephone or email admin@fairfield.herts.sch.uk or 01923 856341 option 5, or call in in person.
Anything to do with your individual child (their progress, behaviour, homework or something that has happened in school)	Your child's class teacher is always the first port of call for any of these queries. They may then involve other members of staff if necessary.	Make an appointment via the office (admin@fairfield.herts.sch.uk or 01923 856341 option 5, send a note or call in in person.) Each teacher will have different times available before and after school due to clubs, meetings, training, etc. and may telephone you during the day to ensure your query is dealt with promptly. It is helpful if teachers have an idea what it is about to ensure enough time is allocated.
Anything to do with your child's Special Educational Needs (SEN) provision or any concerns you may have about SEN or pastoral needs	Our Inclusion Lead Mrs Parmar	Make an appointment via the office or INCO@fairfield.herts.sch.uk
Any queries with administration , for example, payments, School Gateway or to update your contact details	School Office Mrs Chaplin	Pop in, telephone or send an email admin@fairfield.herts.sch.uk or 01923 856341 option 5, or call in in person
To share any concerns regarding child welfare or family circumstances , including child protection	Headteacher Mrs Leggett Assistant Head of School Mrs O'Sullivan	Pop in, telephone or make an appointment via the office.



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Anything to do with the PTA and fundraising		pta@fairfield.herts.sch.uk
Anything to do with whole school issues , suggestions for the future or to give some feedback	Headteacher Mrs Leggett	Pop in, telephone or make an appointment via the office.
Messages for the Governing Board	Chair of Governors Mr Mitchley	Letter via the office or email chair@fairfield.herts.sch.uk

I hope this is useful and informative.

Yours sincerely,

Mrs Leggett
Headteacher