



# Fair Field Junior School

Watford Road, Radlett, Hertfordshire, WD7 8LU

01923 856341

Email: [admin@fairfield.herts.sch.uk](mailto:admin@fairfield.herts.sch.uk)

[www.fairfield.herts.sch.uk](http://www.fairfield.herts.sch.uk)

**Headteacher:** Mrs Leggett

**Assistant Head of School:** Mrs O'Sullivan

**Assistant Head of School:** Mrs Parmar

5<sup>th</sup> September 2025

Dear Parents and Carers,

## Communication

To help communication between home and school, 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 SLT	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 <b>your child's absence</b>	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 by completing the Leave of absence for that can be found on the website and sent to Mrs Leggett via the <b>office on the admin email address</b>
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 <a href="mailto:admin@fairfield.herts.sch.uk">admin@fairfield.herts.sch.uk</a> or 01923 856341 option 5, or call in in person.
Anything to do with <b>your individual child</b> (their progress, behaviour, homework or something that has happened in school)	<b>Your child's class teacher</b> is always the first port of call for any of these queries. They may then involve other members of staff if necessary.	<b>Make an appointment</b> via the office ( <a href="mailto:admin@fairfield.herts.sch.uk">admin@fairfield.herts.sch.uk</a> 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 <b>your child's Special Educational Needs (SEN)</b> provision or any concerns you may have about SEN or pastoral needs	Our <b>Inclusion Lead</b> Mrs Parmar	Make an appointment via the office or <a href="mailto:INCO@fairfield.herts.sch.uk">INCO@fairfield.herts.sch.uk</a>
Any queries with <b>administration</b> , for example, Arbor, School Grid or to update your contact details	School Office Mrs Chaplin	Pop in, telephone or send an email <a href="mailto:admin@fairfield.herts.sch.uk">admin@fairfield.herts.sch.uk</a> or 01923 856341 option 5, or call in in person





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To share any concerns regarding <b>child welfare or family circumstances</b> , including child protection	<b>Headteacher</b> Mrs Leggett <b>Assistant Head of School</b> Mrs O'Sullivan or Mrs Parmar	<b>Pop in, telephone or make an appointment</b> via the office.
Anything to do with the <b>PTA and fundraising</b>		<a href="mailto:pta@fairfield.herts.sch.uk">pta@fairfield.herts.sch.uk</a>
Anything to do with <b>Finance or billing</b>	<b>Finance Assistant</b> Miss Stanley	<b>Telephone or email</b> <a href="mailto:invoices@fairfield.herts.sch.uk">invoices@fairfield.herts.sch.uk</a>
Anything to do with <b>whole school issues</b> , suggestions for the future or to give some feedback	<b>Headteacher</b> Mrs Leggett	<b>Pop in, telephone or make an appointment</b> via the office.
Messages for the <b>Governing Board</b>	<b>Chair of Governors</b> Mr Mitchley	<b>Letter</b> via the office or email <a href="mailto:chair@fairfield.herts.sch.uk">chair@fairfield.herts.sch.uk</a>

I hope this is useful and informative.

Kind regards,

Mrs Leggett  
Headteacher

