



Communication Procedure for Separated Families

If any family informs us that they wish separate communication for each parent from the school, the following procedures are put in place:

- Office staff have a spread sheet with said parent's personal information - email address, home address, phone numbers, children's names and classes and any other relevant information.
- Any correspondence regarding school events are sent out to both parents by email or text.
- Any additional information specifically for identified stages also sent out by text or email.
- All staff involved with the family are aware of communication concerns and if any advice is needed regarding any correspondence advice should be sought from management.