



Archdiocese
Of
Birmingham

St Joseph's Catholic Primary School

Headteacher: Mrs Louise Bury B. Ed
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*'Following
Jesus in all we*

20th September 2017

Dear parents,

It is hard to believe that our first full week of the academic year is now complete.

St Joseph's is ever growing and changing. With the growing school comes new staff and internal structures so to help you with requests and concerns we have attached to this letter a 'flow of communication.' This document should help you to approach the correct member of staff when you have a specific question or request and ensure that it is dealt with swiftly. There will still be members of staff on both Key Stage playgrounds at the beginning of the school day, so please feel free to speak to these members of staff if you have a query. If they are unable to help they will then pass your request on to the relevant member of staff. This document will also be available on the school website.

We are incredibly proud of the level of support our staff give to St Joseph's and every decision we make is made with the pupils and parents of our school in-mind.

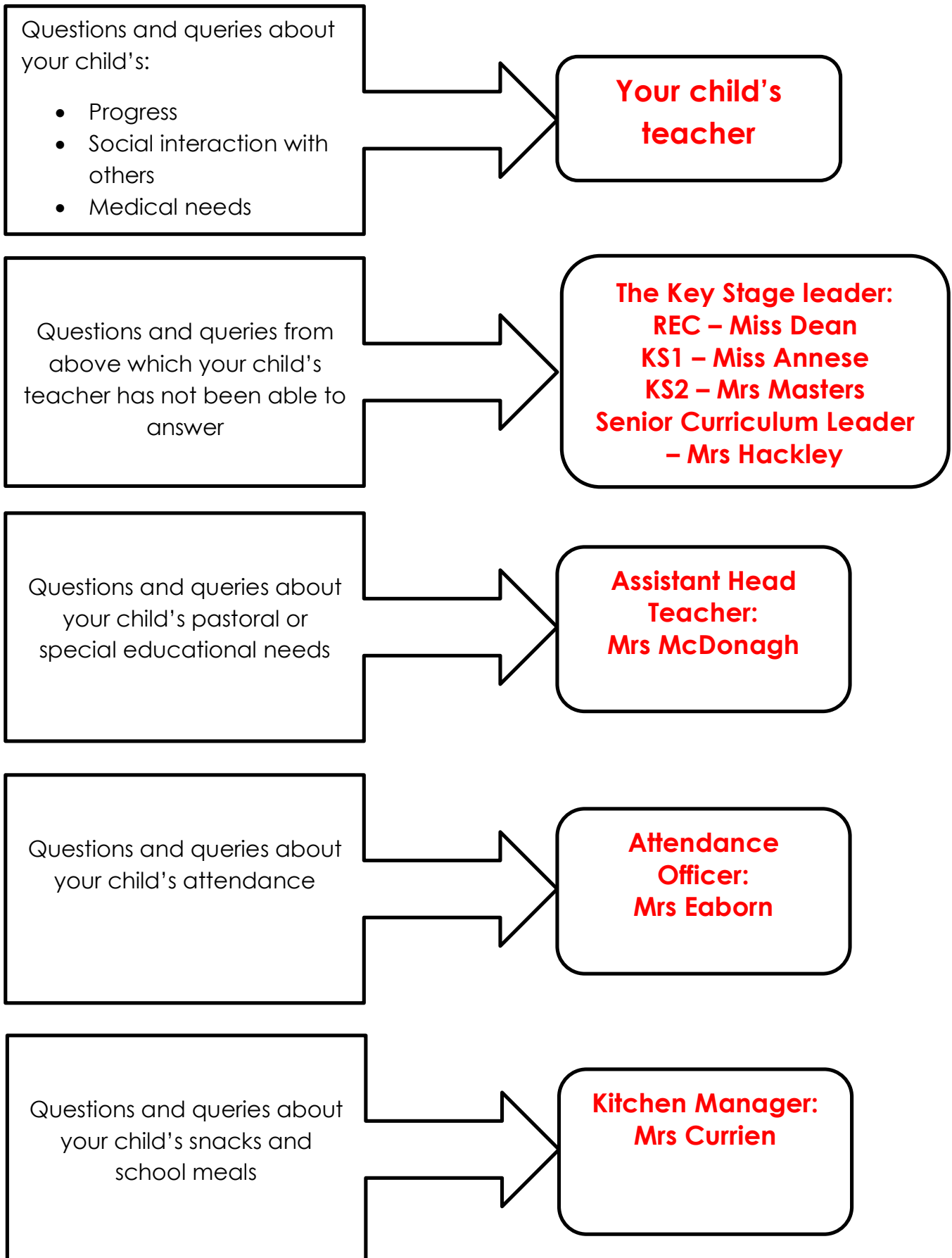
Yours in faith,

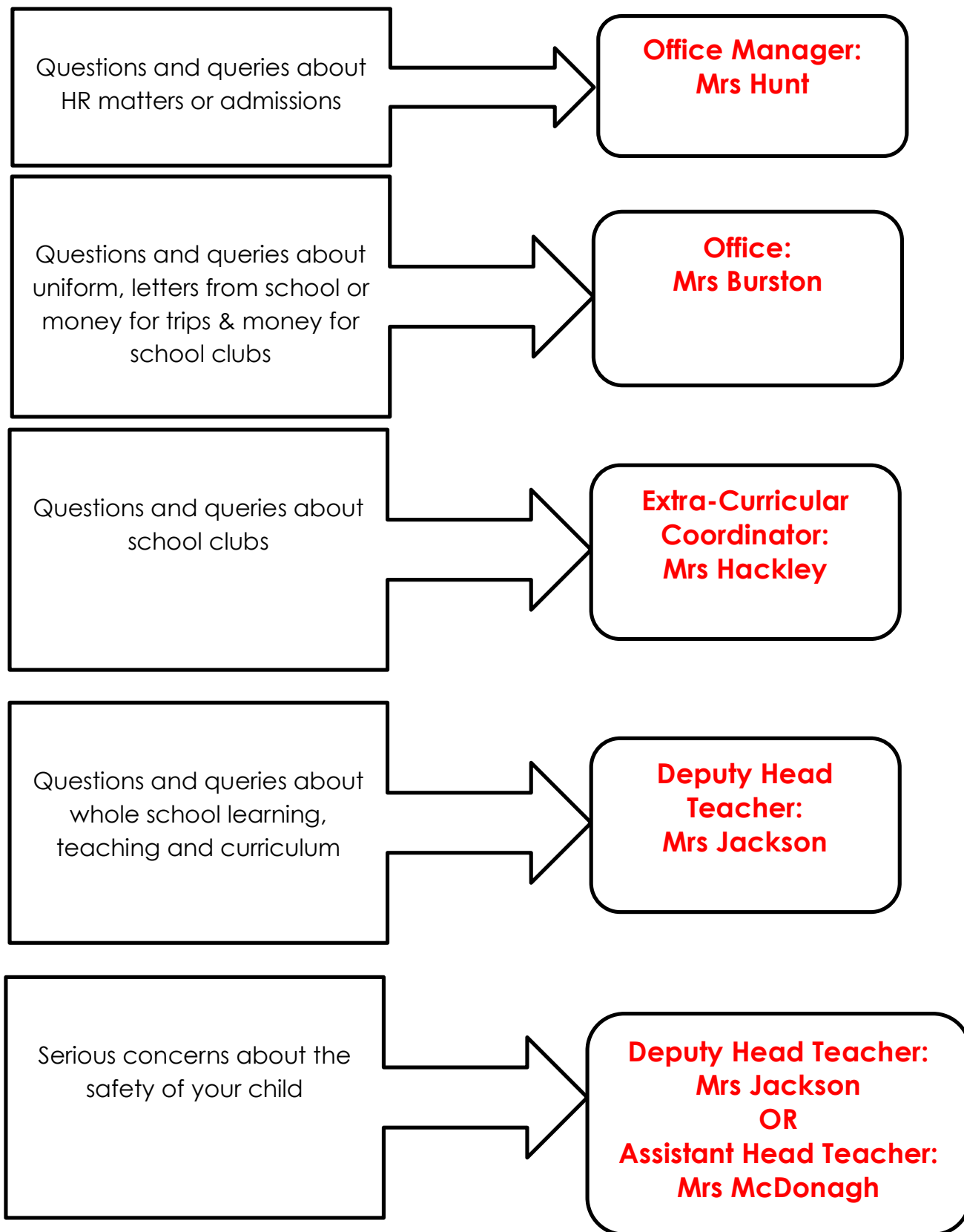
Mrs Jackson

Deputy Headteacher



Due to the restructuring of the Senior Leadership Team, please refer to the diagram below to support you in approaching the appropriate member of staff with questions, queries and concerns:





Please note that if you have a complaint or concern you must approach your child's teacher first. If necessary they will direct you to the most appropriate member of staff to help you with your concern. If you wish to make a formal complaint you can do so by following the complaints procedure outlined on our school website: <http://www.stjosephsworcester.co.uk/> which will be received and dealt with by the Chair of Governors.