

# COMMUNICATION FLOW CHARTS

```
graph TD; A[COMMUNICATION FLOW CHARTS] --> B{I have a concern about my child}; A --> C{I have a safeguarding concern}; A --> D{My child's pick up arrangements have changed}; B --> E[Email or call your class teacher or speak to them in the playground.]; C --> F[Get in touch with Mrs Lax, Mrs Woolstone or Mrs Blaker immediately.]; D --> G[Email your class teacher.];
```

I have a  
concern about  
my child

Email or call your  
class teacher or speak  
to them in the  
playground.

I have a  
safeguarding  
concern

Get in touch with  
Mrs Lax, Mrs  
Woolstone or Mrs  
Blaker immediately.

My child's pick  
up  
arrangements  
have changed

Email your class  
teacher.

# COMMUNICATION FLOW CHARTS

My child is  
absent and i am  
emailing to say  
why.

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

I have discussed  
an issue with my  
class teacher and i  
feel that the issue  
has not been  
resolved

Email Mrs Lax or Mrs  
Woolstone for SEN  
and wellbeing issues,  
or Mrs Frazer for a  
classroom/academic  
issues

I am still  
unhappy with  
the outcome of  
my conversation

Please get in touch  
with Mrs Blaker.

I have a financial  
concern and  
cannot pay for a  
school need

Email Mrs Blaker  
(Headteacher)  
in strictest  
confidence