

Essex County Council

# St Michael's C of E Primary School

Maple Avenue, Braintree, CM7 2NS

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[admin@st-michaelscofe.essex.sch.uk](mailto:admin@st-michaelscofe.essex.sch.uk)



**Friday 8<sup>th</sup> September 2023**

Dear Parents/Carers,

We would like to **remind** you of the system for communicating with staff at St Michael's. It is important that this system is followed for clarity, and to ensure the right member of staff deals with your query efficiently and effectively.

**For dates/times/administrative questions**, please always check the newsletter and ParentMails first, then contact the office staff for any other information.

**For matters relating to class-specific questions**, we ask that you approach your child's class teacher first - by email or in person (pre-arranged).

If the issue/question can't be resolved at this point, the class teacher or parent can seek further advice from member of the Senior Leadership Team.

[kfarran@stmichaelscofe.com](mailto:kfarran@stmichaelscofe.com) – Key Stage One general  
[flockhart@stmichaelscofe.com](mailto:flockhart@stmichaelscofe.com) – Key Stage Two general  
[jmarsh@stmichaelscofe.com](mailto:jmarsh@stmichaelscofe.com) (SEN)  
[dgoodman@stmichaelscofe.com](mailto:dgoodman@stmichaelscofe.com) (SEN)  
[rbird@stmichaelscofe.com](mailto:rbird@stmichaelscofe.com) (Maths)  
[tstringer@stmichaelscofe.com](mailto:tstringer@stmichaelscofe.com) (English)

Issues and queries should only be referred to the Head Teacher if neither of the first two steps have been resolved the issue satisfactorily.

Head teacher: Mr A. Cumpstey

KS1 Assistant Head: Mrs K Farran

KS2 Assistant Head: Mrs F. Lockhart

**"Journeying together with Christ"**

Love

Integrity

Creativity

Resilience