



St George's

Church of England Primary School

Old London Road, Wrotham, Sevenoaks, Kent TN15 7DL

Headteacher: Mrs E Rye BEd(Hons)

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www.st-georges-wrotham.kent.sch.uk

Bringing **faith** and **education** together

St George's Church of England Primary School Open Door Policy

If any parent or carer from St George's Church of England Primary School has any questions to ask, concerns to raise or need to inform the school of a situation, please feel free to approach a member of staff at any time.

Parents or carers can meet with an appropriate staff member in person or speak on the phone, as soon as is required, and is possible. We encourage parents to speak with the class teacher in the first instance, then a senior leader and then an appropriate member of the management team if required, and they will be happy to help.

It may be necessary for an appointment to be made with a particular member of staff, and this can be arranged for a mutually convenient time.

Any concerns or questions can be raised via a telephone call or an email to the school reception. Your message will then be directed to the most appropriate member of staff, who will make contact.

Thank you for your ongoing support.

REMINDER:

If you need to talk to a member of staff or arrange a meeting please contact the school office:

01732 882401 or reception@st-georges-wrotham.kent.sch.uk

