



15<sup>th</sup> January 2024

Dear Parent / Carer,

First of all, welcome back to the new Spring term and Happy New Year!

We would like to inform you about the various ways in which you can communicate with our school. Effective communication is key to ensuring the success of our students and we want to make sure that you have all the tools and resources you need to stay connected.

If you have a general enquiry, one of the easiest ways to communicate is to call the school office on 01375 803300.

Alternatively, you can send an email to the main office at [admin.fs@treetops.thurrock.sch.uk](mailto:admin.fs@treetops.thurrock.sch.uk), this will be forwarded to the relevant staff member who will get back to you as soon as possible. It's important to note that using direct staff emails may result in your communication being filtered to junk folders, so it's best avoided.

Communication methods differ slightly depending on the phase of your child's schooling. Here are the details for the Primary Department and Key Stage 3 and 4:

**Primary Department:**

In the Primary Department, each pupil is provided with a "Home-School Communication" book that travels with them between home and school every day. This book can be used to contact the class teacher or advise the class team of any information that may be needed for your child. At the end of the week, the teacher will provide an update on the class's learning and key events that have taken place, so you can discuss these with your child.

**Key Stage 3 and 4**

Each class has a class email address which can be used to contact your child's form tutor or advise the class team of any information that may be needed for your child. Email accounts will be checked daily prior to a student's arrival, but are not monitored throughout the day. If you have any urgent queries that arise during the day, please communicate these via the main office, for example, changes to home transport.

Emails will be checked before and after school during term time. Unfortunately, we are unable to respond to emails sent during the school day due to staff teaching commitments.

- 7.1: [class7.1@treetops.thurrock.sch.uk](mailto:class7.1@treetops.thurrock.sch.uk)
- 7.2: [class7.2@treetops.thurrock.sch.uk](mailto:class7.2@treetops.thurrock.sch.uk)
- 8.1: [class8.1@treetops.thurrock.sch.uk](mailto:class8.1@treetops.thurrock.sch.uk)
- 8.2: [class8.2@treetops.thurrock.sch.uk](mailto:class8.2@treetops.thurrock.sch.uk)

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 01375 803300  
Email: [admin.fs@treetops.thurrock.sch.uk](mailto:admin.fs@treetops.thurrock.sch.uk)  
Headteacher: Mr Anthony Hattam  
[www.treetopsschool.org](http://www.treetopsschool.org)  
CEO of Trust: Mr Paul Smith



- 11.1: [class11.1@treetops.thurrock.sch.uk](mailto:class11.1@treetops.thurrock.sch.uk)

### **VB Department**

In the VB Department, each pupil is provided with a "Home-School Communication" book that travels with them between home and school every day. This book can be used to contact the class teacher or advise the class team of any information that may be needed for your child.

In addition, for non-urgent messages, you can also contact us via the message section the in the School Gateway App.

Yours sincerely

Treetops Free School