

# Faringdon Infant School

*Part of the Faringdon Learning Trust*

e-mail: [office@fis.faringdonlearningtrust.org](mailto:office@fis.faringdonlearningtrust.org)

website: [www.faringdoninfantschool.co.uk](http://www.faringdoninfantschool.co.uk)

*Future of Faringdon; Including all; Supporting everyone to grow*

Tuesday 7th September 2021

Dear Parents and Carers,

## **Getting in touch with us!**

We thought it would be useful to share a bit of information about the best ways to contact school, depending upon the nature of your query or the information you wish to share.



### **Contacting the school office**

The main point of contact for school is our school office. It is staffed during the school day and for a while before and afterwards. There is an answerphone service, on which you can leave messages to be picked up as soon as staff are back in. The office email address is a great way to contact school.

The school office manages school attendance and you should use the office email or phone number to let us know about any absences, illness, medical appointments, COVID symptoms or tests.

The office staff also manage our online payment system, ParentPay, and any queries about this are best directed to the school office.

You can contact the school office to ask to speak to our Head Teacher, Deputy Head Teacher, Pastoral Lead and Designated Safeguarding Lead Team.

The office phone number is 01367 240655

The office email address is [office@fis.faringdonlearningtrust.org](mailto:office@fis.faringdonlearningtrust.org)

### **Contacting the SENDCO**

For parents and families of children with special educational needs, you can contact our school SENDCO (Special Educational Needs and Disabilities Coordinator), Mrs Jo Baird, by calling the school office or using the following email address:

[sendco@fis.faringdonlearningtrust.org](mailto:sendco@fis.faringdonlearningtrust.org)

### **Contacting Teachers**

Each class has an email address for contact regarding your child's learning and classroom experience. These are accessed by the classroom staff who work directly with your child so are a great way to contact them.

Please be aware that staff cannot monitor these during the school day when they are teaching, which is why any immediate or important messages (such as a change of adult collecting your child, or reasons for absence) should go to the school office. Teachers will also use this email address to contact you with updates about anything relating to the class (e.g. when your child needs PE kit, or information about any

special events for the class). The class email addresses are listed below (**Please note that there are some changes to Year One and Two email addresses since last year due to the class and year group changes!**):

### **Nursery and Reception Classes**

[sunflowerclass@fis.faringdonlearningtrust](mailto:sunflowerclass@fis.faringdonlearningtrust)

[appleclass@fis.faringdonlearningtrust.org](mailto:appleclass@fis.faringdonlearningtrust.org)

[hazelclass@fis.faringdonlearningtrust.org](mailto:hazelclass@fis.faringdonlearningtrust.org)

[chestnutclass@fis.faringdonlearningtrust.org](mailto:chestnutclass@fis.faringdonlearningtrust.org)

### Year One and Two mixed Classes

[Hollyclass21-22@fis.faringdonlearningtrust.org](mailto:Hollyclass21-22@fis.faringdonlearningtrust.org)

[Rowanclass21-22@fis.faringdonlearningtrust.org](mailto:Rowanclass21-22@fis.faringdonlearningtrust.org)

[Pineclass21-22@fis.faringdonlearningtrust.org](mailto:Pineclass21-22@fis.faringdonlearningtrust.org)

### Year Two Classes

[Cherryclass21-22@fis.faringdonlearningtrust.org](mailto:Cherryclass21-22@fis.faringdonlearningtrust.org)

[Mapleclass21-22@fis.faringdonlearningtrust.org](mailto:Mapleclass21-22@fis.faringdonlearningtrust.org)

### **Our School Website**

Our school website holds copies of past letters and newsletters, a calendar where you can see key dates, information about our school and our curriculum, and class pages where you can see updates about what has been happening in your child's class.

At the start of each new year we have to wait for our website provider to archive some old information, so please bear with us for updates to the class pages, but do have a look at all the other information on the website.

We look forward to keeping in touch with you!

All best wishes,

Mrs Sally Robins and the FIS Team 😊