



St Osyth C of E Primary School

A member of the Diocese of Chelmsford Vine Schools Trust
Norman Close, St Osyth, Essex, CO16 8PN
01255 820823
schooloffice@st-osyth.essex.sch.uk
www.st-osyth.essex.sch.uk

Communication Protocol During National Lockdown

Rationale

Good communication is always important. At times like this good communication is even more important but there are more barriers to be overcome than normal. We want parents, carers and children to be able to communicate with school as much as is needed. This can be about learning, practical advice and so on.

Methods of communication

- The school telephone will continue to be staffed in the normal way.
- School will send emails to parents using the usual teachers2parents email system.
- School will send texts to parents using the usual teachers2parents system.
- Parents, carers and children will be able to email school:
 - Use schooloffice.stosyth@dcvst.org for all practical/admin matters
 - Use learningmentors.stosyth@dcvst.org to email Mrs Smith.
 - Use head.stosyth-mistley@dcvst.org to email me.
- A list of email addresses for all teachers, learning support assistants and higher level teaching assistants as below.

Email		
michelle.alston@dcvst.org	Mrs	Alston
christina.antoniou@dcvst.org	Mrs	Antoniou
amanda.arter@dcvst.org	Mrs	Arter
head.stosyth-mistley@dcvst.org	Mr	Carter-Tufnell
Leah.Bramhall@dcvst.org	Miss	Bramhall
Sport.stosyth@dcvst.org	Mr	Carvalho
delia.conti@dcvst.org	Mrs	Conti
lauren.dowell@dcvst.org	Miss	Dowell
caren.esparon@dcvst.org	Miss	Esparon
Michelle.Fincken@dcvst.org	Mrs	Fincken
m.gildersleeves@dcvst.org	Miss	Gildersleeves
lynn.hennessy@dcvst.org	Mrs	Hennessy
Joanna.kirk@dcvst.org	Mrs	Kirk (3/4 LSA)
Michelle.Kirk@dcvst.org	Mrs	Kirk (R/1LK teacher)
Talia.lebrett@dcvst.org	Miss	Lebrett
lucie.levett@dcvst.org	Mrs	Levett
courtney.lloyd@dcvst.org	Miss	LLoyd
Senco.stosyth@dcvst.org	Mrs	Martin
Sue.O'Reilly@dcvst.org	Mrs	O'Reilly



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tasmin.oxley@dcvst.org	Miss	Oxley
claire.rivas-long@dcvst.org	Mrs	Rivas-Long
charlotte.salmon@dcvst.org	Miss	Salmon
diane.silvester@dcvst.org	Mrs	Silvester
Learningmentors.stosyth@dcvst.org	Mrs	Smith
lucie.sowton@dcvst.org	Miss	Sowton
jane.tibbetts@dcvst.org	Mrs	Tibbetts

Good communication

1. All emails between parents/carers and school staff and between children and school staff constitute school and home communication.
2. School and home communication records will be kept by school.
3. All emails sent to school staff will begin with the same form of address as would be used in face to face and telephone conversation, for example, by beginning Dear Mrs Levett.
4. All emails sent to school staff should be closed with an appropriate phrase such as 'yours sincerely', 'yours faithfully', 'kind regards' and 'best regards'.
5. School staff will use appropriate forms of address and closing of emails to children and to parents and carers.
6. Emails to school staff should only be sent between 8.30 am and 3.00 pm.
7. School staff will reply to emails as soon as it is possible for them to do so. This will not necessarily be straight away.

Concerns about possible poor communication

1. If parents and carers or staff have concerns about possible poor communication then they must inform as per the following:
 - a. Reception – inform Miss Esparon
 - b. Years 1 to 6 – inform Mrs Levett
 - c. All others – Mr Carter-Tufnell.
2. If school staff receive inappropriate or abusive communication from parents and carers or from children then the appropriate action will be taken by the school.