

Graham James Primary Academy

The Sorrells Stanford-Le-Hope Essex SS17 7ES

Head Teacher Petra Back, B.A. Hons.

Telephone (01375) 675889



Dear Parents and Carers,

We hope you are well. We wanted to take a moment to gently remind everyone of our communication process, so that any questions or concerns can be dealt with quickly and by the right person.

If you need to get in touch about your child, your **class teacher** should always be your first point of contact. They know your child best day to day and are usually able to resolve most queries or concerns.

If an issue needs further support, it can then be passed on to the **Assistant Headteacher for your child's year group:**

- **EYFS and Year 1** – Mrs Lane
- **Years 2 and 3** – Mrs Wilkinson
- **Years 4 to 6** – Mr Mead

Following this approach helps us make sure communication is clear and that everyone gets the support they need as efficiently as possible.

Thank you, as always, for your understanding and for working in partnership with us to support our children.

Warm regards,

The Senior Leadership Team