



ELAINE
PRIMARY SCHOOL

Headteacher: Sarah Martin
Elaine Avenue, Rochester, Kent, ME2 2YN
T: 01634 294 817

office@elaine.medway.sch.uk
www.elaine.medway.sch.uk

6th September 2022

Dear Parents/Carers

We hope you have all had an enjoyable and relaxing summer break. We look forward to welcoming back our community on Wednesday.

We want to ensure that we have really positive communication with all our families this year and in order to help with this we would like to share details of our communication process.

We really appreciate that communicating with teachers can be really busy, especially at the beginning of a new school year. With this in mind, please feel free to book a 1:1 appointment with any member of staff via our school office.

Please contact staff as per attached if you have any questions or concerns as well any positive feedback that we can share with our staff and community. It is imperative all community members follow the correct channels of communication.

We look forward to continuing to work with our families over this school year.

Yours sincerely

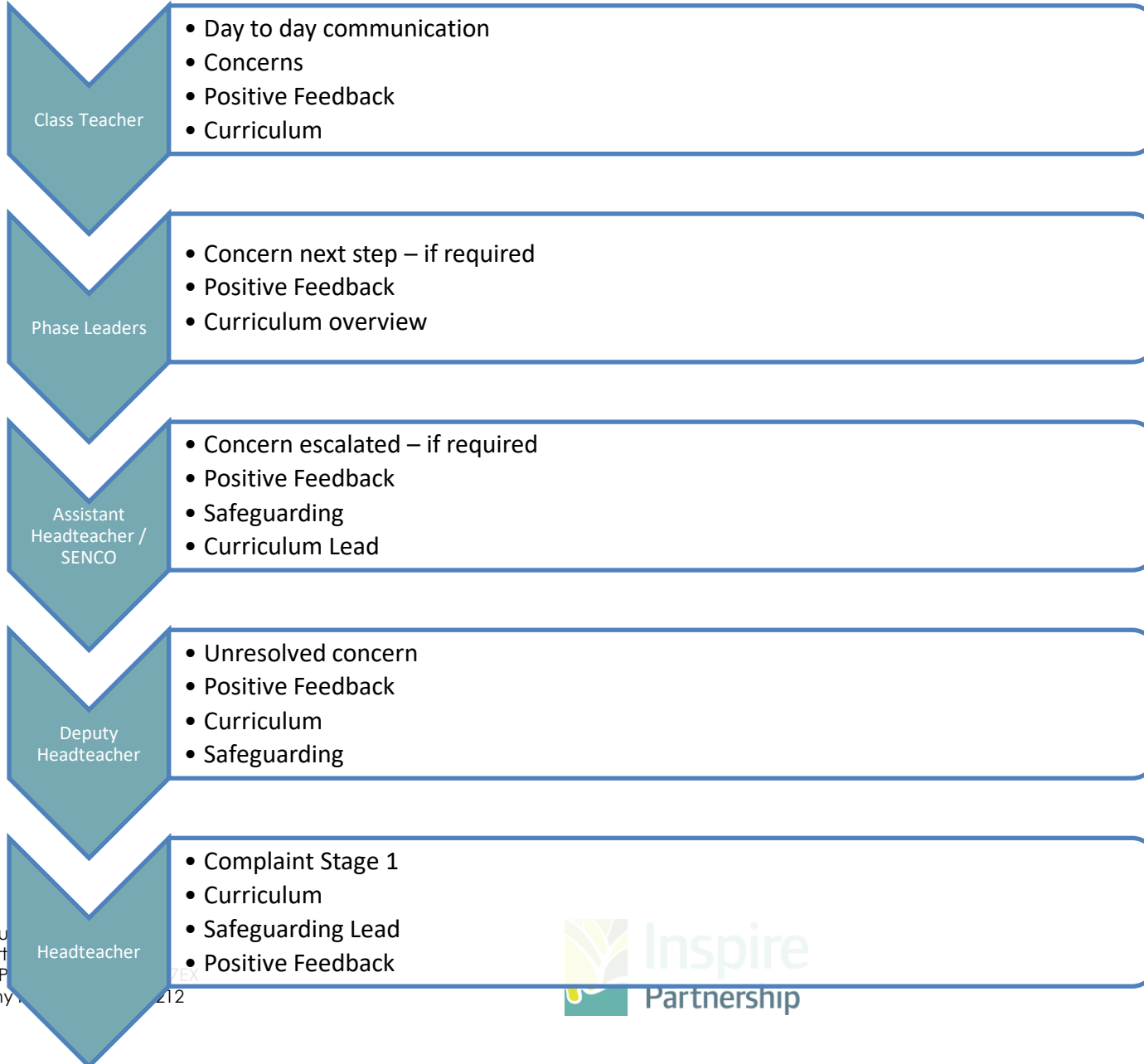
Mrs S Martin
Headteacher

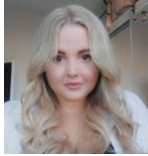








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Phase Leaders:					
Early Years & Year 1 Opal, Onyx, Diamond & Pearl Class		Miss L Whiting			
Years 2 - 4 Sapphire, Haematite, Amethyst & Turquoise Class		Miss E Parsons			
Years 5 - 6 Emerald, Garnet, Tanzanite & Aquamarine Class		Miss R Lakha			
Elaine Education Centre Ash, Oak & Elm Class		Mr G Stuart			
Assistant Headteacher		Assistant Headteacher (EEC)		Assistant Headteacher (EEC)	
Curriculum Teaching & Learning Positive Feedback Concerns	Miss E Baldwin 	Inclusion Any SEND related issues Safeguarding Concerns	Miss D Dunlop 	Curriculum & SEMH Provision Positive Feedback Safeguarding Concerns	Miss N Cook 

Deputy Headteacher

Curriculum
Unresolved Concern
Positive Feedback
Safeguarding

Mr I Atwal



Headteacher

Staffing
Curriculum
Positive Feedback
Safeguarding
Complaint – Stage 1

Mrs S Martin

