



Riverside Primary School

Ferry Road, Hullbridge, Hockley, Essex, SS5 6ND

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Thursday 17th October 2024

Dear Parents/Carers,

Riverside Primary School Communication Policy

We are pleased to introduce our new **Communication Policy**, which outlines how we aim to establish clear, respectful, and effective communication between the school and families. We believe that open dialogue between home and school is essential in supporting your child's education and wellbeing.

This new policy sets out the standards we adhere to when communicating with parents and provides guidance on how best to reach us, ensuring that your queries and concerns are addressed promptly and appropriately. It also highlights the important role that parents play in maintaining positive communication by directing queries to the appropriate staff and engaging with the school respectfully.

Attached to this letter, is a flyer that summarises some of the key information from the policy.

For your convenience, the full policy is available here or on our school website at [Policies - Riverside Primary School](#) .

Should you have any questions or require further clarification, please do not hesitate to contact the school office.

Thank you for your ongoing support and cooperation in making Riverside Primary School a positive environment for all our children.

Yours sincerely,

Mrs. Claire Smith

Headteacher

