

Contacting the School

Reason for Contact	Methods of communication	Notes
<p>Send a message to the Class Teacher regarding your child's learning, behaviour or class related queries</p> 	<p>Class Dojo</p> 	<p>Go to 'Messages' and select the Class Teacher by Name. If you select 'West Borough', the class teacher will NOT see it.</p>
<p>Send in home learning</p> 	<p>Class Dojo</p> 	<p>Via messaging or the Portfolio</p>
<p>Report your child's absence</p> 	<p>ParentMail</p> 	<p>Go to Menu, select Absence, select child, click 'Add' Include type of illness and expected duration</p>
	<p>Telephone</p> 	<p>Call the school on 01622 726391 select option 1</p>
<p>Question about school lunches</p> 	<p>Check the school's website</p> 	<p>https://west-borough.kent.sch.uk/parents/school-meals/</p>
	<p>Email the School office</p> 	<p>office@west-borough.kent.sch.uk Please include your child's name and their class</p>
<p>Order school uniform</p> 	<p>ParentMail</p> 	<p>On the App go Payments then Shop</p>