

Contacting The School Office

If your child is absent from school: phone school or email school email address

If your child's routine is changing, e.g. changes to pick-up arrangements for the day: phone school

If you have queries about an event or arrangements: phone school or email school email address

Telephone number: 01667 402460. Our voicemail is checked in the morning and the afternoon.

Email address: cawdor.primary@highland.gov.uk. This is checked at the beginning and end of each day.

Contacting The Head Teacher

The Head Teacher can be contacted via the school telephone number, (you may need to leave a message with the office), or via james.cook@highland.gov.uk. EYPs/ Class Teachers may forward on contact from families in order to work together to support your child's development, wellbeing and learning.

Contacting the Early Years Practitioner [EYP]/ Class Teacher

Update on personal circumstances: telephone call/ email ELC or class teacher (copying in Additional Support Needs [ASN] Teacher/ Head Teacher if appropriate)

Supporting your child's learning, wellbeing and development: telephone call/ email ELC or class teacher (copying in Additional Support Needs [ASN] teacher/ Head Teacher if appropriate)

Sharing information about learning and achievements at home: email ELC or class teacher

If your telephone call/ email requires further discussion or follow-up actions this may take a few days as EYPs and teachers do not access emails throughout the day when focusing on supporting and planning for your child's learning. Depending on the nature of your email, this may be forwarded to the ASN Teacher and/or Head Teacher in order to support your child's development, wellbeing and learning.