

Communication Policy

The aim of this policy is to ensure that Staff, Parents, Pupils, committee members and members of the wider community communicate effectively with each other; by ensuring that communications between all members of the pre-school community are clear, professional, timely and appropriate.

All communication in the first instance should be made directly to the playschool, telephone number **028 686 41895** during the operational times.

Non-Urgent communication can also be sent via email to [-info@bunnahonebunnies.com](mailto:info@bunnahonebunnies.com) or

[-una.treacy@bunnahonebunnies.com](mailto:una.treacy@bunnahonebunnies.com)

[-Sharon.mcgovern@bunnahonebunnies.com](mailto:Sharon.mcgovern@bunnahonebunnies.com)

[-Judi.humphries@bunnahonebunnies.com](mailto:Judi.humphries@bunnahonebunnies.com)

Non urgent communication will be acknowledged within 48hours of receipt.

In the event of an emergency, staff can be contacted on the Playgroup mobile- Number **07518909505** out of hours or if the group is not in setting.

At no time should staff be contacted via personal telephone, email or via social media. Enquiries through these channels will not be acknowledged and queries should be made to the playschool directly.

Communication to the management committee

The management committee can be contacted via email to committee2021@bunnahonebunnies.com or in the alternative, contact the playschool directly to request a member of the committee contact you.

For communication in relation to complaints please see the complaints policy