



7<sup>th</sup> September 2022

RE: Lines of communication in EYFS

Dear Parents and Guardians,

At NIA Smash we believe in families and school working together to support students learning. Effective communication can help to build and foster a safe learning environment where students can thrive, prosper and learn. From time to time challenges will arise and so we ask that parents use the steps below:

1. Talking directly with the staff member that can assist with the challenge that is presenting. In most cases initial communication is with your child's **Class Teacher**. Send a message on **Class Dojo** or request a meeting.
2. If the challenge remains unresolved, then please send a Class Dojo message, email or meet with the **Team Leader**. **An Arabic speaking member of staff will always be made available if a translator is required.**  
F1 Team Leader: Miss Molly Reid: [f1y\\_niasmash@newtonschools.sch.qa](mailto:f1y_niasmash@newtonschools.sch.qa)  
F2 Team Leader: Miss Mari Liebenberg: [f2p\\_niasmash@newtonschools.sch.qa](mailto:f2p_niasmash@newtonschools.sch.qa)
3. If the challenge presenting is still unresolved, then please contact (Class Dojo message or email) the **EYFS Coordinator** or one of our **Deputy Head of Primary** members:  
EYFS Coordinator: Miss Lisa Davies: [eyfscordinator\\_niasmash@newtonschools.sch.qa](mailto:eyfscordinator_niasmash@newtonschools.sch.qa)  
Academic related enquiries: Miss Trudi McAteer: [dhoa.niasmash@newtonschools.sch.qa](mailto:dhoa.niasmash@newtonschools.sch.qa)  
Pastoral related enquiries: Mrs. Steph Hardy: [dhopastoral\\_niasmash@newtonschools.sch.qa](mailto:dhopastoral_niasmash@newtonschools.sch.qa)
4. At this stage, if any further support is required, please email, message or speak with the **Head of Primary**, Mrs. Chani Meyer: [hops.niasmash@newtonschools.sch.qa](mailto:hops.niasmash@newtonschools.sch.qa)
5. If you would like to speak with someone in Arabic, please contact the **Parent Liaison Officer**, Mrs. Karmen Bou Ghannam @ +974 55747693 / [parentliaison\\_niasmash@newtonschools.sch.qa](mailto:parentliaison_niasmash@newtonschools.sch.qa)
6. For any general enquiries, please contact the **EYFS reception**:  
@ +974 55651183 or email: [admineyfs.niasmash@newtonschools.sch.qa](mailto:admineyfs.niasmash@newtonschools.sch.qa)

We are looking forward to continuing to work in close collaboration with our parent community. We would like to thank you in advance for using the guidelines above to ensure effective and transparent communication between parents and the school.

Kind regards,  
Mrs. Chani Meyer  
Head of Primary and EYFS