

c. School staff - presentation - who does what?



It is important to give the families information about the school staff. When children come back from school and mention staff, parents need to know who they are talking about. We suggest that you create an organisational chart of the school staff with their names and positions and that this chart is either on the website or in a leaflet distributed to parents.

This organisation chart clarifies the responsibilities of each staff member, which helps parents to know who to contact for specific concerns, thereby streamlining communication and fostering a collaborative school environment.

Do not forget to have this chart in several languages - words you may need can be found [on our website](#).

The organisation chart outlines the hierarchical order of school staff members and their roles. This also clarifies the responsibilities of each staff member, which helps parents to know who to contact for specific concerns, thereby streamlining communication and fostering a collaborative school environment.

Would you like to create your own school organisational chart?

Use our template to get you started!