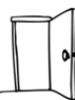


Guidance for Parents When Contacting School

If you have any concerns, worries or issues please speak to your child's class teacher in the first instance. If you need further guidance, speak to the Phase Leader. If you still feel you need guidance thereafter, please speak to Mrs Clay the Head of School.

1 st place to go!	Next best place!	If all else fails...
Class teacher!	EYFS Phase Leader = Mr Alistair Parkin KS1 Phase Leader = Mrs Vicky Mitchell Year 3/4 Phase Leader = Mrs Claire Mulhern Year 5/6 Phase Leader = Miss Fran Ward	Head of School = Mrs Clare Clay



We have an open door policy!

This means we welcome & value your feedback, information & support!!! (and staff can be available!)

Putting your children first, we feel the best time of the day to come in and see a teacher is the end of the day (our day starts swiftly here, so 1st thing in the morning the teachers are ready to teach!!!). You can approach them at the door/ on the playground at the end of the day or telephone or pop to the office to make an appointment. If you need to inform the teacher of something that day then please use the message service on the door in the morning. If your matter is urgent or confidential then please go straight to the office where there is always a member of the Inclusion Team that can help (or at least get information sensitively to the class teacher).

The Inclusion Team		
Head of School, SENDCo & Inclusion Team Leader = Mrs Clare Clay	Teacher for children in care or that are adopted = Mrs Janice Smith Senior Learning Mentor & Family Outreach worker = Mrs Nicky Frisby	Learning Mentors = EYFS & KS1 Mrs Jo Wardle Year 3/4 = Mrs George Parkes, Mrs Jane Ford Year 5/6 = Mrs Sarah Brackett

'The Inclusion Team are here to help with any concern, issue or need. We are here to support **you** and **your** child. Please come in and see us or make an appointment if you think we can help!'