

## Who to Contact

<p>To make it easier for you to get your queries answered quickly we have created this guide. We <b>always</b> promote speaking to the class teacher first as they know your child best. If unsure the office will always direct you to the right person to support you.</p>	
To discuss...	Who should I speak to?
Reading books, learning, home learning, behaviour, personal wellbeing, friendships, Special Educational Needs queries or any worries	<p><b>Class teacher</b> Leave a message via the office <b>01296 712 296</b> or email: <a href="mailto:office@winslow.bucks.sch.uk">office@winslow.bucks.sch.uk</a></p>
To further discuss Special Educational Needs, ECHP & additional support for pupils, after speaking to the class teacher	<p><b>SENDCO</b> Miss Nolan via <b>01296 712 296</b> or email: <a href="mailto:senco@winslow.bucks.sch.uk">senco@winslow.bucks.sch.uk</a></p>
Safeguarding/Child protection concerns, confidential information	<p><b>The Safeguarding Team</b> Mrs Dimbleby, Mrs Epps or Miss Allen via the office <b>01296 712 296</b> or email: <a href="mailto:office@winslow.bucks.sch.uk">office@winslow.bucks.sch.uk</a></p>
Family support/home difficulties, worries, emotional difficulties, wellbeing/mental health/counselling	<p><b>Miss Nolan or Mrs Heal</b> via the office <b>01296 712 296</b> or email: <a href="mailto:senco@winslow.bucks.sch.uk">senco@winslow.bucks.sch.uk</a></p>
Attendance/lateness, medical concerns, injuries, medicines, diabetes, return to school after an illness	<p><b>Mrs Knapman</b> <b>01296 712 296</b> or email: <a href="mailto:office@winslow.bucks.sch.uk">office@winslow.bucks.sch.uk</a></p>
Lunches, exceptional leave of absence, messages, change of information, trips, school events, appointments with staff, clubs, admissions, PP enquiries	<p><b>The Office Team</b> <b>01296 712 296</b> or email: <a href="mailto:office@winslow.bucks.sch.uk">office@winslow.bucks.sch.uk</a></p>
Rainbows Preschool enquiries and Admissions	<p><b>Mrs Freshwater</b> <b>01296 712 296</b> or email: <a href="mailto:office@winslow.bucks.sch.uk">office@winslow.bucks.sch.uk</a></p>
TFG Kidzone Breakfast and After School Club enquiries	<p>Telephone: <b>01525 630199</b> Email: <a href="http://www.kidzzoneclub.com">www.kidzzoneclub.com</a></p>
<p><b>If you have contacted the class teacher &amp; still have concerns, please contact the Phase Leader.</b></p>	
EYFS (Rainbows Preschool & Reception) – Miss Allen	Years 1 & 2 – Miss Allen
Years 3 & 4 – Mr Wright	Years 5 & 6 – Mrs Epps
<p><b>If you have already contacted the Phase Leader, then contact Mrs Epps or Miss Allen(Deputy/Assistant Headteachers) – via the school office.</b></p>	
<p><b>If you have already contacted the Assistant Headteacher or Deputy Headteacher, then contact Mrs Dimbleby – Headteacher – via the school office.</b></p>	
<p><b>If you have concerns in the first instance you <i>should</i> speak with the <i>class teacher</i>; this is also the case with any SEN concerns.</b></p>	