



WHO TO CONTACT

To make it easier for you to get your queries answered quickly we have created this guide. We **always** 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.

| To discuss... | Who should I speak to? |
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| Reading books, learning, home learning, behaviour, personal wellbeing, friendships, Special Educational Needs queries or any worries | Class teacher Leave a message via the office 01296 712 296 or email: office@winslow.bucks.sch.uk |
| To further discuss Special Educational Needs, ECHP & additional support for pupils, after speaking to the class teacher | SENDCO Miss Nolan via 01296 712 296 or email: senco@winslow.bucks.sch.uk |
| Safeguarding/Child Protection concerns, confidential information | The Safeguarding Team Mrs Dimbleby, Mrs Epps or Miss Allen via the office 01296 712 296 or email: office@winslow.bucks.sch.uk |
| Family support/home difficulties, worries, emotional difficulties, wellbeing/mental health/counselling | Miss Nolan or Mrs Heal via the office 01296 712 296 or email: senco@winslow.bucks.sch.uk |
| Attendance/lateness, medical concerns, injuries, medicines, diabetes, return to school after an illness | Mrs Knapman 01296 712 296 or email: office@winslow.bucks.sch.uk |
| Lunches, exceptional leave of absence, messages, change of information, trips, school events, appointments with staff, clubs, admissions, PP enquiries | The Office Team 01296 712 296 or email: office@winslow.bucks.sch.uk |
| Rainbows Preschool enquiries and Admissions | Mrs Freshwater 01296 712 296 or email: office@winslow.bucks.sch.uk |
| TFG Kidzone Breakfast and After School Club enquiries | Telephone: 01525 630199 Email: www.kidzzoneclub.com |
| If you have contacted the class teacher & still have concerns, please contact the Phase Leader. | |
| EYFS (Nursery & Reception) – Miss Allen | Years 1 & 2 – Miss Allen |
| Years 3, 4, 5 or 6 – Miss Moseley | |
| If you have already contacted the Phase Leader, then contact Mrs Epps – Deputy Head Teacher – via the school office. | |
| If you have already contacted the Assistant Headteacher or Deputy Headteacher, then contact Mrs Dimbleby – Headteacher – via the school office. | |
| If you have concerns in the first instance you <i>should</i> speak with the class teacher; this is also the case with any SEN concerns. | |