**If you have contacted the class teacher and still have concerns please contact the Year Leader or the named person below;**

**Pre-school Mrs Zannini Reception Miss Hubbard Year 1 Mrs Willis Year 2 Miss Day**

**Year 3 Mrs Holborrow (AHT) Year 4 Ms Baldwin Year 5 Ms Baldwin**

**Year 6 Miss Gadbury, Miss Wainwright or Mr Stallwood**

**Matron** – Mrs Lambourne

matron@williamharding.school

Medical concerns, injuries, medicine, return to school after an illness

Special education needs, ECHP, support for pupils & ARP queries

**Our Assistant Headteacher & Deputy Headteachers will also follow up support;**

**EYFS/KS1 Miss Brydon (DHT) KS2 Mrs Holborow (AHT) & Mrs Skinner (DHT)**

**If you have concerns please note in all first instances you should speak with the class teacher.**

**The office will pass on messages on your behalf.**

**Class teacher**

via the office **01296 421733**

office@williamharding.school

Or speak with them when you drop off/pick up

**Who should I speak to**

**Family Liaison Officers**

Mrs Bone or Mrs Bicknell

via the office

**01296 421733**

**They are also out the front of the school or on gates every day**

**Office team** Mrs Smith, Mrs Peel, MrsBracken

**01296 421733**

office@williamharding.school

William Harding is a very large primary school with over 750 pupils and as a result of our size; staff will not know all the pupils in the school. Therefore to make it easier for you to get your queries answered we have created this guide. We *always* promote speaking to the class teacher first as they know your child best. If after this you still would like to speak to someone the order would be; Year Leader, Key Stage Leader, Assistant Head, Deputy Heads & Head teacher. The office will direct you to the right person to support you best.

**To discuss…**

**SENDCO** Mrs Chowdhri, **SEND Admin** Mrs Leach **01296 421733 ext 207**

senadmin@williamharding.school

Reading books, learning, homework, behaviour, personal wellbeing, friendships or any worries at all

Safeguarding/Child protection concerns

Attendance/ lateness

Family support needed

Specific worries over emotional difficulties

Confidential information

Mental Health/counselling

Lunches, leave of absence, change of address or numbers, trips, tickets for school events, appointments with staff, clubs, breakfast/after school club

**Our Key Stage Leaders are able to follow up support if you have already contacted the Year Leader;**

**EYFS/KS1 Miss Willis KS2 Ms Baldwin**