

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; Phase Leaders, Assistant Heads, Deputy Head & Headteacher. The office will always direct you to the right person to help.

**To discuss:**

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



Class teacher via the office 01908 377833 [office@waterhallprimary.co.uk](mailto:office@waterhallprimary.co.uk), a note in the home communication book, or speak with them when you drop off/pick up (in non Covid times)

Safeguarding/Child protection concerns, Attendance/ lateness, Family support needed, Specific worries over emotional difficulties, Confidential information, Mental Health/counselling



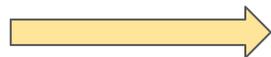
Family Support Team Mrs Burrows or Mrs Day via the office 01908 377833 They are also out and about each morning and evening.

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



Office team Ms Varnham or Mrs Jaina 01908 377833 [office@waterhallprimary.co.uk](mailto:office@waterhallprimary.co.uk)

Special Education Needs, ECHP, disabilities, medical issues or support for pupils



SENDCo Mrs Carr via the School Office. Mrs Carr is often out in the morning and evening

Nursery places - 15 hours places or 30 hours funded places etc.



Mrs Jaina or Miss Farnworth via the School Office 01908 377833 or [office@waterhallprimary.co.uk](mailto:office@waterhallprimary.co.uk)

Our Phase Leaders are able to follow up support if you have already contacted the class teacher; **EYFS and KS1** - Miss Farnworth, **Year 3/4**- Miss Webb, **Year 5** -Miss Phillips

**Assistant Headteacher:** Miss Phillips

**Remember: If you have concerns in all first instances you should speak with the class teacher. The office will pass on messages on your behalf.**