

# THE DOWNLEY SCHOOL

*"Learning, Growing and Succeeding Together"*



## A quick guide on 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 you are unsure of who to contact, the office will always direct you to the right person to support you.

To discuss...	Who should I speak to?
Reading books, progress, home learning, behaviour, personal wellbeing, friendships and Special Educational Needs queries.	Class teacher Message via class dojo. Dojo is not routinely monitored during school hours, for more pressing issues it is best to leave a message via the school office: 01494 527033 or email: <a href="mailto:office@dnl.odbst.org.uk">office@dnl.odbst.org.uk</a>
To further discuss Special Educational Needs, EHCP & additional support for pupils, <b>after speaking to the class teacher.</b>	SENDCO – Mrs Grisedale via 01494 527033 Or email: <a href="mailto:senco@dnl.odbst.org.uk">senco@dnl.odbst.org.uk</a>
Safeguarding / Child Protection concerns	The Safeguarding Team Ms Dandridge or Ms Wilding via the school office: 01494 527033 or email: <a href="mailto:safeguarding@dnl.odbst.org.uk">safeguarding@dnl.odbst.org.uk</a>
Attendance/lateness, family support, home difficulties, worries, emotional difficulties, confidential information including wellbeing/mental health/counselling	Family Support Worker Ms Widing via the school office: 01494 527033 or email: <a href="mailto:safeguarding@dnl.odbst.org.uk">safeguarding@dnl.odbst.org.uk</a>
Concerns, lunches, exceptional leave of absence, messages, change of information, trips, school events, appointments with staff, clubs, admissions, PP enquiries.	The Office Team 01494 527033 or email: <a href="mailto:office@dnl.odbst.org.uk">office@dnl.odbst.org.uk</a>
Breakfast and After School Club enquiries	<a href="mailto:thedownleyasc@hotmail.com">thedownleyasc@hotmail.com</a> 07552 644911 <a href="http://www.thedownleyafterschoolclub.com">www.thedownleyafterschoolclub.com</a>

- If you contacted the class teacher and still have concerns, please contact the relevant phase leader (Miss Jones Y1-3, Mrs Fyfe Y4-6) via the school office.
- If you have contacted the phase leader and still have concerns please contact Mrs Perrottet, Assistant Headteacher, via the school office
- If you have already contacted the Assistant Headteacher, then contact Mrs Murrill, Deputy Headteacher, via the school office
- If you have already contacted the Deputy Head, then contact Ms Dandridge, Headteacher, via the school office