



# WHO TO CONTACT

Our who to contact guide should make it easier for you to know who and how to contact the correct member of staff.

We always recommend speaking to your child's teacher first as they will know your child best. If unsure the School Office will always be able to guide you to the right person to speak to.

| I would like 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 worries                       | <b>Class Teacher</b><br>Call the School Office 01296 688799 and request a call back or email <a href="mailto:admin@overstone-wing.org">admin@overstone-wing.org</a>   |
| To further discuss Special Educational Needs, EHCP and additional support for pupils are speaking to the class teacher                                 | <b>SENDCO:</b> Mrs Tracy Roberts via 01296 688799<br>Email: <a href="mailto:sen@overstone-wing.org">sen@overstone-wing.org</a>  |
| Safeguarding/Child Protection concerns or confidential information   | <b>The Safeguarding Team</b><br>Mrs Eales, Mrs Younger, Mrs Roberts or Mrs Willett<br>Via the office on 01296 688799<br>Email: <a href="mailto:safeguarding@overstone-wing.org">safeguarding@overstone-wing.org</a> |
| Family support/home difficulties, worries, emotional difficulties, wellbeing, mental health, counselling   | Mrs Eales, Mrs Younger or Mrs Roberts<br>Via the School office 01296 688799<br>Email: <a href="mailto:admin@overstone-wing.org">admin@overstone-wing.org</a>  |
| Attendance/lateness, medical concerns, injuries, medicines, return to school after an illness  | Mrs Buckingham-Brown in the Office on 01296 688799<br>Email: <a href="mailto:admin@overstone-wing.org">admin@overstone-wing.org</a>   |
| Lunches, exceptional leave of absence, messages, change of information, trips, school events, appointments with staff, clubs, admissions, PP enquiries | Mrs Buckingham-Brown in the Office on 01296 688799<br>Email: <a href="mailto:admin@overstone-wing.org">admin@overstone-wing.org</a>   |
| Finance queries  | Mrs Kim Warren or Mrs B Kinchin via the office on 01296 688799<br>Email: <a href="mailto:sbm@overstone-wing.org">sbm@overstone-wing.org</a>   |
| S4A – Breakfast and After School Club enquiries  | Call: 01280 460560<br>Email: <a href="mailto:info@S4AClub.co.uk">info@S4AClub.co.uk</a><br>Website <a href="http://www.S4aclub.co.uk">www.S4aclub.co.uk</a>   |

If you have concerns in the first instance you should speak with the class teacher; this is also the case with SEN concerns.

## If you have contacted the class teacher and still have concerns please contact the Key Stage Lead

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| EYFS (Nursery and Reception) – Mrs Younger | Keystage 1 (Years 1 & 2) – Mr Bradman |
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Key Stage 2 (years 3 – 6) Mrs Willett

If you have already contacted the Key Stage Lead, then contact Mrs Younger the Deputy Headteacher via the School Office

If you have already contacted the Deputy Headteacher then contact Mrs Eales, Headteacher, via the School Office.