

Who do I contact

Who do I contact to discuss... Reporting an absent child Lunches Change of address or contact number Parent Pay Medication Leave of absence requests Uniform After school clubs		The Office Team Mrs Rainbow (Mon, Tue, Wed, Thurs am) Mrs Parsons (Thurs, Fri) Mrs Vylgina (Tue, Wed, Fri) office@haltoncc.school 01296 622264
Who do I contact to discuss... Safeguarding or child protection concerns Confidential information		Designated Safeguarding Leads: Mr Horsfield Mrs Dawkins Mrs Allen
Who do I contact to discuss... Family support Attendance Service Family contact		Mrs Allen (Family Support Coordinator) callen@haltoncc.school
Who do I contact to discuss... SEND enquiries Educational Healthcare Plans		Lucy Barker SENCO@haltoncc.school
Who do I contact to discuss... Speaking to a governor		Lindsay Ablitt (Chair of Governors) governor@haltoncc.school or office@haltoncc.school
Who do I contact to discuss... Pre-school		Vicki Bowden (manager) preschool@haltoncc.school Krystyna Vylgina (invoices) payments@haltoncc.school
Who do I contact to discuss... Kids Kapers (breakfast and after school club)		Krystyna Vylgina (bookings and invoices) payments@haltoncc.school Julie Frier (Manager) office@haltoncc.school 01296 623635
Who do I contact to discuss... Questions about learning My child's reading book Personal wellbeing Behaviour concerns Friendship concerns		Class teacher Please arrange a convenient time to meet or speak on the telephone. <i>*Seesaw is only for homework related queries or for submitting work</i>
Please make your child's class teacher your first point of contact however our Senior Leadership Team are also available to offer support if necessary. Mr Horsfield – Headteacher Mrs Dawkins – Deputy Headteacher Mrs Allen – Family Support Coordinator Miss Barker – SENDCO Ms Bates – Lead Teacher Mrs Powell – Lead Teacher They can be contacted via office@haltoncc.school or on 01296 622264		

We will always aim to respond to you as quickly as possible. Please be mindful that the majority of staff do have a teaching commitment and therefore the most convenient time to meet would be after school.