



Who should I contact, when...



Role:	When should I contact them?	How do I contact them?
Class Teacher	Your first point of contact for all day to day issues linked to the well-being of your son or daughter	In person at the end of the school day. Email (FAO teacher name) office@houghtonregisprimary.co.uk Telephone: 01582 867487
Key Stage Achievement Leaders Mrs Norris (Nursery & Reception) Mrs Bonney (KS1) Mrs Reed (Yrs 3 & 4) Mrs Griffiths (Yrs 5 & 6)	If after having discussed matters with your child's Class Teacher and you are still concerned, please contact the Key Stage Achievement Leader for general matters linked with your child's well-being at school.	In person at the end of the school day. Office Email (FAO Key Stage Achievement leader) office@houghtonregisprimary.co.uk Telephone: 01582 867 487
Parent Support and Safeguarding Lead Mrs D Bond	If you feel your child is in need of support with regard to: Settling in Social skills Issues affecting your family Safeguarding and Child Protection	Email: denise.bond@centralbedfordshire.gov.uk Telephone: 01582 867 487
SENDco / Inclusion Ms Hewer	SEN (Special Educational Needs) Issues relating to your child's health. E.g. if your child is required to attend school on crutches or has a known medical condition that requires support	Office Email (FAO SENDco) office@houghtonregisprimary.co.uk Telephone: 01582 867 487
Mrs Peklivanas	Issues linked to attendance	Office Email office@houghtonregisprimary.co.uk Telephone: 01582 867 487

School Office Office Manager Mrs S Peklivanas	For any school queries	Office Email office@houghtonregisprimary.co.uk Telephone:01582 867 487
Deputy Head Teacher Mrs R Parmar	Any issues that cannot be dealt with by child's teacher relating to his/her overall achievement and participation in school. Curriculum enquiries	By letter Office Email (FAO Deputy Headteacher) office@houghtonregisprimary.co.uk Telephone:01582 867 487
Head Teacher Mrs B Waite	Whole school issues or any serious matters or concerns that cannot be addressed by other members of staff.	By letter Office Email (FAO Head Teacher) office@houghtonregisprimary.co.uk Telephone:01582 867 487
Achievement Leaders (see above)	Behaviour issues that cannot be addressed by your child's Class Teacher	By letter Office Email (FAO Behaviour Lead) office@houghtonregisprimary.co.uk Telephone:01582 867 487
Site Manager Mr R Bond	Site security and access	By Letter Office Email office@houghtonregisprimary.co.uk Telephone:01582 867 487