

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) houghtonregis@cbc.beds.sch.uk Telephone: 01582 867487
Key Stage Achievement Leaders Mrs Hewer (EYFS) Mrs Bonney (KS1) Mrs White (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) houghtonregis@cbc.beds.sch.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: <ul style="list-style-type: none"> • Settling in • Social skills • Issues affecting your family • Safeguarding and Child Protection 	Email: denise.bond@centralbedfordshire.gov.uk Telephone:01582 867 487
SENDCo / Inclusion Mrs Hewer	<ul style="list-style-type: none"> • 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) houghtonregis@cbc.beds.sch.uk Telephone:01582 867 487
Mrs Peklivanas	Issues linked to attendance	Office Email houghtonregis@cbc.beds.sch.uk Telephone:01582 867 487

<p>School Office</p> <p>Office Manager Mrs S Peklivanas</p>	<p>For any school queries</p>	<p>Office Email houghtonregis@cbc.beds.sch.uk</p> <p>Telephone:01582 867 487</p>
<p>Deputy Head Teacher</p> <p>Mrs R Parmar</p>	<p>Any issues that cannot be dealt with by child's teacher relating to his/her overall achievement and participation in school.</p> <ul style="list-style-type: none"> • Curriculum enquiries 	<p>By letter Office Email (FAO Deputy Headteacher) houghtonregis@cbc.beds.sch.uk</p> <p>Telephone:01582 867 487</p>
<p>Head Teacher</p> <p>Mrs B Waite</p>	<p>Whole school issues or any serious matters or concerns that cannot be addressed by other members or staff.</p>	<p>By letter Office Email (FAO Head Teacher) houghtonregis@cbc.beds.sch.uk</p> <p>Telephone:01582 867 487</p>
<p>Achievement Leaders (see above)</p>	<p>Behaviour issues that cannot be addressed by your child's Class Teacher</p>	<p>By letter Office Email (FAO Behaviour Lead) houghtonregis@cbc.beds.sch.uk</p> <p>Telephone:01582 867 487</p>
<p>Site Manager</p> <p>Mr R Bond</p>	<p>Site security and access</p>	<p>By Letter Office Email houghtonregis@cbc.beds.sch.uk</p> <p>Telephone:01582 867 487</p>