**Who should I contact, when…**

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| **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.Office Email (FAO teacher)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Key Stage Achievement LeadersMrs Hewer Mrs WhiteMrs Griffiths | If after having discussed matters with your child’s class Teacher 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.ukTelephone:01582 867 487 |
| Parent support and safeguarding lead Mrs 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.ukTelephone:01582 867 487 |
| SENDcoMrs Bonney | * 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
 | By letter Office Email (FAO SENDco)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Miss Vincent | Issues linked to attendance | By letterOffice Email (FAO Miss Vincent)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| School office | To make an appointment with the Head Teacher | By letterOffice Emailhoughtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| School Business ManagerMrs Appleton | Issues linked to:* Health and Safety
* Site access/management
 | Office Email (FAO School Business Manager)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Deputy Head TeacherMrs 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 letterOffice Email (FAO Deputy)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Head TeacherMrs Waite | Whole school issues or any serious matters or concerns that cannot be addressed by other memebers or staff. | By letterOffice Email (FAO Head Teacher)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Behaviour LeadMrs Game | Behaviour issues that cannot be addressed by your child’s class teacher | By letterOffice Email (FAO Behaviour Lead)houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487 |
| Office ManagerMrs Taylor | Day to day enquiries  | By LetterOffice Email houghtonregis@cbc.beds.sch.ukTelephone:01582 867 487  |