**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.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Key Stage Achievement Leaders  Mrs Hewer  Mrs White Mrs 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.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone: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.uk](mailto:denise.bond@centralbedfordshire.gov.uk)  Telephone:01582 867 487 |
| SENDco  Mrs 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.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Miss Vincent | Issues linked to attendance | By letter  Office Email (FAO Miss Vincent) [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| School office | To make an appointment with the Head Teacher | By letter  Office Email [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| School Business Manager  Mrs Appleton | Issues linked to:   * Health and Safety * Site access/management | Office Email (FAO School Business Manager) [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Deputy Head Teacher  Mrs 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) [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Head Teacher  Mrs Waite | Whole school issues or any serious matters or concerns that cannot be addressed by other memebers or staff. | By letter  Office Email (FAO Head Teacher) [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Behaviour Lead  Mrs Game | Behaviour issues that cannot be addressed by your child’s class teacher | By letter  Office Email (FAO Behaviour Lead) [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |
| Office Manager  Mrs Taylor | Day to day enquiries | By Letter  Office Email  [houghtonregis@cbc.beds.sch.uk](mailto:houghtonregis@cbc.beds.sch.uk)  Telephone:01582 867 487 |