

# Fynamore Primary School Communication Flow Chart

## Class Teachers

In the vast majority of circumstances, your child's class teacher should be the first person you should contact. The best time to speak to them is at the end of the day. Should you wish to have a longer conversation you can ask the office staff to arrange a meeting or phone call with them.

## Team Leaders

You may feel that an issue needs further attention or you would like further support and guidance. In this case, you should ask the class teacher to arrange a chat with one of our team leaders.

**EYFS** - Mrs Rosie Pritchard **KS1** - Miss Heather Scullion **Y3/4** - Mrs Kate Hurst **Year 5/6** - Mr Chris Light

## Assistant Head Teachers

If, after working with our team leaders and class teachers, it may be appropriate to arrange a meeting with one of our Assistant Headteachers. You can do this through class teachers or the school office.

**EYFS/KS1** - Miss Scullion **KS2** - Mr Light

## Head Teacher

Mr Cook is our Acting Head Teacher. Appointments with Mr Cook can be made through the school office. Before requesting an appointment, please ensure that you have followed the steps in this flow chart.

## Specialised Support

It may be that you wish to discuss a more specific issue or need a particular kind of support. The professionals below may be able to help you.

### SENCo

Mrs Lee is our Special Educational Needs and Disabilities Coordinator. You can contact her on [senco@fynamore.org.uk](mailto:senco@fynamore.org.uk).

### Designated Safeguarding Leads

If you have a safeguarding issue regarding a child, please contact Mr Cook, Mrs Hurst or Mrs Mitchard through the School Office. Please let them know it is a safeguarding issue so that the office can prioritise it.

### Parent Support Advisor

Paula Mitchard is our PSA. If you need any parenting support or advice please contact her on [pmitchard@fynamore.org.uk](mailto:pmitchard@fynamore.org.uk).