

Who to Contact at St Margaret's CE Primary School

We value strong relationships with our families. **This guide shows who to contact to in which order** so that we can respond quickly and helpfully. Our [website](#) has photos of all our staff members. If you're unsure about who to speak to, just ask and we'll direct you. **Email:** school@stmargaretsprimary.org.uk

<p>Class-Based Questions or Concerns If your query relates to your child's learning, progress, behaviour, friendships or wellbeing:</p> <ol style="list-style-type: none"> 1. Class Teacher 2. Phase Leader (<i>Early Years - Mrs Reene, Key Stage 1 - Mrs Keates, Key Stage 2 - Mrs Parris</i>) 3. Deputy Headteacher - Mrs Magee 4. Headteacher - Mr Lumley 	<p>Special Educational Needs (SEND) For questions about support, adjustments or SEND provision.</p> <ol style="list-style-type: none"> 1. Class Teacher 2. SENCO - Mrs Challis - inclusion@stmargaretsprimary.org.uk 3. Deputy Headteacher Mrs Magee 4. Headteacher Mr Lumley
<p>Pastoral or Wellbeing Support If you have additional concerns about your child's wellbeing or pastoral needs:</p> <ol style="list-style-type: none"> 1. Class Teacher 2. Phase Leader - (<i>Early Years - Mrs Reene, Key Stage 1 - Mrs Keates, Key Stage 2 - Mrs Parris</i>) 3. DSL and Pastoral Lead - Mrs Darby 4. Safeguarding concerns: <i>Mrs Darby, Mr Lumley, Mrs Magee, Mrs Challis</i> 	<p>Behaviour or bullying concerns If you have concerns about behaviour incidents or bullying concerns:</p> <ol style="list-style-type: none"> 1. Class teacher 2. Phase Leader - (<i>Early Years - Mrs Reene, Key Stage 1 - Mrs Keates, Key Stage 2 - Mrs Parris</i>) 3. Deputy Headteacher - Behaviour lead - Mrs Magee 4. Headteacher - Mr Lumley
<p>Safeguarding & Child Protection We have 4 senior members of staff on our Safeguarding Team. Our Safeguarding page on our website is here.</p> <ol style="list-style-type: none"> 1. DSL - Mrs Darby 2. Deputy DSL - Mr Lumley, Mrs Magee, Mrs Challis 3. West Sussex Integrated Front Door - IFD 	<p>Attendance and Punctuality Absence reporting and absence requests, school attendance concerns</p> <ol style="list-style-type: none"> 1. School Office Team 2. Attendance Lead - Mrs Darby, Mr Lumley 3. Headteacher - Mr Lumley
<p>Admissions In year admissions, Reception admissions, appeal and general enquiries. Admissions page on our website is here.</p> <ol style="list-style-type: none"> 1. School Office Team 2. School Business Manager - Mrs Davut 	<p>Administration, Payments, Clubs, Trips, Lunches, Medicines & First Aid, For all school administration queries</p> <ol style="list-style-type: none"> 1. School Office Team 2. School Business Manager - Mrs Davut
<p>Premises & Security For queries or concerns regarding our site</p> <ol style="list-style-type: none"> 1. Premises Manager - Mr Wesley 2. School Business Manager - Mrs Davut 3. Headteacher - Mr Lumley 	<p>Complaints</p> <ol style="list-style-type: none"> 1. Follow our School Concerns & Complaints policy - Complaints Policy. 2. Headteacher - Mr Lumley 3. Chair of Governors - Mrs Emma Craughan or Mrs Jane Burke.

We're here to help — please approach all conversations with staff in a calm and respectful way so we can work together for your child.

