

Who should I contact if.....

Tutor / Pastoral Support Worker / Head of Year

- My child has a medical condition which the school should be made aware of.
- My child is having friendship problems which may affect their learning.
- My child is being bullied.
- There has been a recent bereavement in the family which may affect my child at school.
- A general learning / homework question
- A family issue that you would like to make the school aware of.

Attendance (Mrs Benson – Answerphone 01242 662004)

- My child is ill.
- I want to take a holiday during school time. In general Cleeve School will authorise 10 school days during one academic year. However, this needs to be applied for in advance and can be unauthorised if you have already taken some days, if your child has a poor attendance record or if the holiday crosses exams in school.

Subject Teacher / Head of Department

- I have specific questions regarding the course content, coursework or setting arrangements.

Reception

- My child has lost / forgotten something.
- My child needs to be collected early.
- I need to get a message to my child.
- I have questions about Free School Meals

Finance

- I have a question about music tuition fees

Chair of Governors

Write to Mrs S Wakeford, c/o Cleeve School