

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 absent from school for any reason.

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