

Please use this flow chart to help you locate the person you need to speak with in regards to any worries or concerns you have with your child.



### Class Teachers

If you need to discuss anything related to your child's education, your child's class teacher is the first port of call. You are able to ask for an appointment to see them in the office, alternatively you may catch them at the beginning or the end of the day.



### Teaching Assistants

Our lovely Teaching Assistants are available on the playground in the mornings to pass on any messages you may have.



### Mrs Williams - F.L.O

Anything related to friendship issues, health issues, worries about finances, housing, mental health and well being, for you or your child, Mrs Williams is the person to contact. She is on the playground every morning alternatively contact her on [willij14@klz.org.uk](mailto:willij14@klz.org.uk)

### Mrs Cooper

Mrs Cooper can help and assist you with any school related queries that you have. She will also be in charge during the times that I am absent from school.



### Mrs McMullon SENCO

I can be contacted most of the times, however I no longer check my emails after 6pm and therefore I will answer your enquiry within 24 hours.

If you have any concerns in regards to Special Education Needs you may contact myself or Mrs Williams.