

WHO TO CONTACT:

<u>For matters pertaining to:</u> • Pupil absence • Dates times school events • General non urgent queries	<u>School office</u> • 01254 667449 • bursar@wensleyfold.blackburn.sch.uk
<u>For matters pertaining to:</u> • Class based concerns • Your child's learning • Your child's general well being	<u>Class teacher</u> • Short conversation start or end of the day • More in-depth – call school office to request a call back • Contact form on website
<u>For matters pertaining to:</u> • Ongoing matters that have been previously raised with class teacher and perceived to be unresolved • Concerns regarding adults who work with your child	<u>Team Leaders</u> • EYFS – Mrs Quilliam • Y1, Y2 or Y3 – Mrs Cooney • Y4, Y5 or Y6 – Mrs Gear • Contact form on website
<u>For matters pertaining to:</u> • Long term issues that you feel have not yet been resolved following the previous channels or you are dissatisfied with the outcome • One of the members of staff from above • Safeguarding concerns • Serious/urgent enquiries	<u>Headteacher: Mrs A Whittingham</u> • 01254 664779 • Contact form on website