PARENT COMMUNICATION FLOW CHART

Sickness /Absences

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Main School Phone

020 8462 1010

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Admin team will inform relevant people (Teaching Team, Inclusion Team)

Meetings / Appointment

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Main School Phone

020 8462 1010

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Admin team will inform relevant people and book appointment

General Enquiries – Term dates, whole school calendar and events

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Main School Phone

020 8462 1010

Parent Concerns

Escalate to next level if concern is about that specific level

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Teaching teams

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Phase Lead/Assistant Headteacher

Y1-7	Gemma Connolly
Y8-9	Aaron Dunster
Y10, Y11	Nickolas George
Post 16	Helen Stack

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Deputy Headteacher

Y1-7	Kate Spoor
Y8-9	Willem Stapelberg
Y10 – P16	Alvaro Rios

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Headteacher

Rachel Martin

Safeguarding Concern/Family Support

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Inclusion Team

Designated Safeguarding Lead – Jacqui Johnson
Deputy Designated Safeguarding Lead/ Family Liaison Officer – Rhiannon Parish

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Clinical Team Contact

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- Queries regarding ongoing treatment, direct referral to request clinical team intervention for your child– clincialteam@bastonhouseschool.org.uk or call school main reception and ask to be put through to the Clinical Team

- Sending in copies of reports to reach clinical team – send into reception marked FAO Clinical Team

- In some cases the clinician will provide a direct work number or email, if this is required – this will only be answered in that clinician's working hours