



Redbourn Primary School
Communication Information

What do you want to talk about?	Who do you contact?	How can they be contacted?
Anything to do with your individual child, their progress, behaviour or something that has happened to them in school	Your child's class teacher in the first instance. They may then involve the Key Stage Leader, Inclusion Team or one of the Assistant Heads.	Speak to your child's teacher at the end of the school day. For a more in depth conversation, please make an appointment at a mutually convenient time.
Safeguarding	The school has 1 Designated Safeguarding Lead Miss Fenn and 4 Deputy Leads - Mrs McLellan, Mrs Couch, Mrs North and Mrs Bowran.	Please contact the school office on 01582 792341 or email admin@redbournprimary.co.uk and they will ensure a Safeguarding Leader is made aware.
Anything to do with your child's additional learning needs, such as a Special Educational Need, Disability, English as an Additional Language or any other concerns you have.	Usually, an initial meeting with your child's class teacher, who will then work with our SENCo to organise a meeting. If this a subsequent meeting, please contact our SENCo directly.	Make an appointment with our SENCo via the school office on 01582 792341 or email senco@redbournprimary.co.uk
Pupil Premium including cases of financial hardship paying for trips, uniform etc.	Pupil Premium Lead.	Please call the school office or email admin@redbournprimary.co.uk
Any concerns regarding child welfare or family circumstances we need to be aware of.	Your child's class teacher should be your first port of call, but our SENCo is also available via appointment.	Either speak with your child's teacher at the end of the day, or contact school office to make appointment.
All administrative enquiries including admissions, attendance, school meals, Schoolcomms, trips	Any member of office staff	Please call the school office or email admin@redbournprimary.co.uk
Early Morning Club, Lunch Club and Treetops Queries	Any member of office staff	Please call the school office or email admin@redbournprimary.co.uk
After School Club Queries	Manager Mrs C Clarke	Please call 07821 378492
Clubs run by staff members	Any member of office staff	Please call the school office or email admin@redbournprimary.co.uk
External Clubs	Please contact the club organiser directly.	Contact details can be found on the school website.
Childcare Arrangements	Any member of office staff	Please call the school office or email admin@redbournprimary.co.uk by 2:45pm
Medical Enquiries – permission forms to administer medicines	Any member of office staff	Please come into the school office
Medical Enquiries- Detailed Care Plans/Long term needs	SENCo	Please contact the school office to make an appointment.
Musical Instrument Lesson enquiries	Any member of office staff	Please call school office or email admin@redbournprimary.co.uk
Lettings enquiries	School Business Manager	Please call school office or email admin@redbournprimary.co.uk
Volunteering in school	Your child's class teacher, then come into the school office for information about DBS checks.	Speak with your child's teacher at the end of the day
Anything to do with the whole school - including feedback and suggestions	Your Class Parent Focus Group Rep. Education: Assistant Head, Head Teacher, Chair of Governors. Finance/Premises: Site Manager, School Business Manager	Speak to your child's class teacher to find out who rep is. Please contact the school office to make an appointment with any of these school staff.
Queries about fundraising events	Chair of PTA Class RPTA representatives.	redbournpta@gmail.com
Marvellous Monday Club	MMC staff	For urgent pick-up messages after 4pm when School Office is closed, please email mmc@redbournprimary.co.uk