

COLDWALTHAM, ST. JAMES' C.E. PRIMARY SCHOOL

with Chuckleberries Pre School

Tel: 01798 872196

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Email: office@coldwalthamschool.com

www.st-james-coldwaltham.w-sussex.sch.uk

Executive Headteacher: Mrs Stephanie Gibson

Head of School: Mrs Lizzie Martin



Learn, Discover, Achieve

AVF Who's Who for Parents September 2021 St James Primary School

Role	Name
Executive Head Teacher	Mrs Lizzie Martin
Assistant Executive Head, Teaching and Learning	Mr Paul Armitage
Assistant Executive Head, Operations	Mrs Nicky Kirby
Federation Designated Safeguarding Lead, Pupils	Mr Paul Armitage
Federation Designated Safeguarding Lead, Allegations against Staff	Mrs Lizzie Martin
School Designated Safeguarding Lead	Mrs Nicky Kirby
Teaching Staff Reception (Yrs 1 and 2) (Yrs 3 and 4) (Yrs 5 and 6)	Mrs Karen Holt Mrs Lucy Brownbill Mrs Emma Newton Mrs Natalie Douse
Senco	Mrs Lucy Brownbill
Support Staff	Mrs Tracey Casebow Mrs Angie Hughes Mrs Sian North Mrs Jacqui Rigby Mrs Sam Skirrow
School Business Manager	Mrs Nicky Kirby
School Admin Assistant	Mrs Annie Lewis
School Caretaker	Mr Fred Cresswell
Midday Supervisors	Mrs Nikki Mayzes and Support Staff



Whom to ask if you have a query or a concern:

Subject of query/concern	Person to speak to	Contact
Report pupil illness Financial hardship School meals Communications e.g. Friday Flyer; letters to parents etc. Website queries/locating information Emergency messages during the school day by telephone Non-urgent messages (preferably via email)	School admin assistant	Office@coldwalthamschool.com 01798 872196
Class issues: Learning including concerns about special needs; friendships; bullying concerns; lunchtimes and playtimes; mislaid belongings; homework; family issues	Class teacher	Class email address
Class issues not resolved by class teacher	Assistant Executive Head, Teaching and Learning	parmitage@arunvillagesfederation.com
Concerns/complaints	Follow Complaints Policy	Via website www.st-james-coldwaltham.w-sussex.sch.uk
Formal complaint	Follow Complaints Policy	Via website www.st-james-coldwaltham.w-sussex.sch.uk
Allegations or concerns about an adult working with children	Executive Head Teacher	Via email Executivehead@arunvillagesfederation.com
Allegations or concerns about the Executive Head Teacher	Chair of Governors	Via the school office or rjackson@arunvillagesfederation.com
Safeguarding concerns about a child	School DSL	In person, by telephone (school office) or email
Request for exceptional leave for pupils	Executive Head Teacher	By letter via the school office, or by email Executivehead@arunvillagesfederation.com
Pupil attendance issues	Assistant Executive Head, Teaching and Learning	parmitage@arunvillagesfederation.com
System Access Requests /Freedom of Information requests Data breaches/concerns	Assistant Executive Head, Operations	nkirby@arunvillagesfederation.com

The member of staff named above will redirect you and/or escalate the concern or query if appropriate.