

**AVF Who's Who for Parents September 2021**

**St James CE Primary School**

<b>Role</b>	<b>Name</b>
<b>Executive Head Teacher</b>	Mrs Lizzie Martin
<b>Assistant Executive Head, Operations</b>	Mrs Nicky Kirby
<b>Assistant Executive Head, Teaching and Learning</b>	Mr Paul Armitage
<b>Federation Designated Safeguarding Lead, Pupils</b>	Mr Paul Armitage
<b>Federation Designated Safeguarding Lead, Allegations against Staff</b>	Mrs Lizzie Martin
<b>School Designated Safeguarding Lead</b>	Mrs Nicky Kirby
<b>Teaching Staff</b> 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
<b>Senco</b>	Mrs Lucy Brownbill
<b>Support Staff</b>	Mrs Tracey Casebow Mrs Angie Hughes Mrs Sian North Mrs Jacqui Rigby Mrs Sam Skirrow
<b>School Business Manager</b>	Mrs Nicky Kirby
<b>School Admin Assistant</b>	Mrs Annie Lewis
<b>School Caretaker</b>	Mr Fred Cresswell
<b>Midday Supervisors</b>	Mrs Nikki Mayzes and Support Staff

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

<b>Subject of query/concern</b>	<b>Person to speak to</b>	<b>Contact</b>
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	<a href="mailto:Office@coldwalthamschool.com">Office@coldwalthamschool.com</a> 01798 872196

<b>Class issues:</b> 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	<a href="mailto:parmitage@arunvillagesfederation.com">parmitage@arunvillagesfederation.com</a>
Concerns/complaints	Follow Complaints Policy	Via website <a href="http://www.st-james-coldwaltham.w-sussex.sch.uk">www.st-james-coldwaltham.w-sussex.sch.uk</a>
Formal complaint	Follow Complaints Policy	Via website <a href="http://www.st-james-coldwaltham.w-sussex.sch.uk">www.st-james-coldwaltham.w-sussex.sch.uk</a>
Allegations or concerns about an adult working with children	Executive Head Teacher	Via email <a href="mailto:Executivehead@arunvillagesfederation.com">Executivehead@arunvillagesfederation.com</a>
Allegations or concerns about the Executive Head Teacher	Chair of Governors	Via the school office or email <a href="mailto:rjackson@arunvillagesfederation.com">rjackson@arunvillagesfederation.com</a>
Safeguarding concerns about a child	School DSL	<a href="mailto:nkirby@arunvillagesfederation.com">nkirby@arunvillagesfederation.com</a>
Request for exceptional leave for pupils	Executive Head Teacher	By letter via the school office, or by email <a href="mailto:Executivehead@arunvillagesfederation.com">Executivehead@arunvillagesfederation.com</a>
Pupil attendance issues	Assistant Executive Head, Teaching and Learning	<a href="mailto:parmitage@arunvillagesfederation.com">parmitage@arunvillagesfederation.com</a>
SAR/FoI requests Data breaches/concerns	Assistant Executive Head, Operations	<a href="mailto:nkirby@arunvillagesfederation.com">nkirby@arunvillagesfederation.com</a>

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