

Who do I ask?

School is a complex machine, we hope this will help you navigate ways to communicate with us! If in doubt please ask a member of staff and we will signpost you to the right person.

School office number (includes answer phone) 01235 831368

Email – office.3260@st-blaise.sch.oxon.sch.uk, (Monday to Thursday) admin.3260@st-blaise.sch.oxon.sch.uk,(Friday)_ or headteacher.3260@st-blaise.sch.oxon.sch.uk

The majority of our policies, information are on the website including a calendar

<http://www.st-blaise.oxon.sch.uk>

Question about....	Who and how?	What if I still have concerns?
Dinner money Uniform Milk Fruit Paying for trips and visits	Mrs Savage – Monday and Friday – money can be left in the red box by the office – please put this in an envelope	Mrs Bradbury is available Tues, Wed and Thursday
Attendance – Not going to be in Holiday in term time	Leave a message or ring after 8am You must have a face to face meeting with Mrs Leach	Keep ringing – if it is to share additional concerns – Mrs Leach
Minibus Clubs School dinner information Dates	Mrs Savage/Mrs Bradbury	
Change of detail /address – update records Enquiries about free school meals	Mrs Bradbury	
Behaviour within class and low level playground incidents Homework Learning Friendships Action plans Bullying	Class teachers	If the incidents have not been dealt with or are more serious speak to Mrs Leach. If you feel situations have not been dealt with – we will put you in touch with a governor Mrs Leach
SEN matters – accessing other agencies Sport/PE	Ruth Leach – SENCO or Rachel Darby assistant SENCO and HLTA	
Issues with staff Assessment and testing	Mrs Leach	If Mrs Leach is not effective please follow complaints procedure http://www.st-blaise.oxon.sch.uk/wp-content/uploads/2013/01/Complaints-Policy-Sep-14-1.pdf
Safeguarding including e-safety	Mrs Leach – head of safeguarding Mrs Green and Mrs Kirkham are deputies	If you are worried about a child and it is out of hours please phone the MASH team - 03450507666
Health and safety – slippery surfaces/ broken equipment	Caroline Burgess or record in the office	Ruth Leach if follow up need or more severe
Fundraising – activities	BOBs – Hayley Myers	Ruth Leach