

Who do I ask?

School is complex! We hope that this document will help you to navigate through the communication channels. If in doubt ask any member of staff and they will signpost you to the right person. School office number – 01235 831368

Email – office.3260@st-blaise.oxon.sch.uk (Mon- Thurs) - Caroline Bradbury
admin.3260@st-blaise.oxon.sch.uk (All week – various hours) – Katie McManus

The majority of our policies, information and dates are on the school website
<https://www.st-blaise.oxon.sch.uk>

If Mrs Leach is not in school please speak to your child’s class teacher – if it is urgent Mr Lyne and Mrs Kirkham will deputise

Question about...	Who and how?	What if I have a concern
Dinner money/information Uniform Milk or fruit Clubs/dates Minibus Paying for trips and visits	Mrs McManus – Monday and Friday Mrs Bradbury – Monday- Thursday, money can be left in the red box by the office – please put this in an envelope. Payments can also be made online	Mrs Bradbury will be able to sort out issues and concerns
Attendance – absence on the day Attendance – holiday in term time	Leave a message on the answer phone or ring after 8am. You must have a face to face meeting with Mrs Leach	Please keep ringing or send a message with another parent – we will ring you if we haven’t heard from you If you do not agree with the decision please contact Kevin Moyes – Chair
Behaviour within classes and low level playground incidents Homework Learning and assessment Friendships SEN action plans	Class teachers are available after school on the playground. It is very difficult for teachers to see parents before school. You are always welcome to make an appointment which we will endeavour to fulfil within 48 hours	If you feel that the matter has not been dealt with sufficiently then please see Mrs Leach. If you are still not satisfied please contact Kevin Moyes – Chair of Governors
Special Educational Needs (SEND) matters - accessing other agencies Additional information re support	Rachel Darby – HLTA and SENCO assistant Mrs Leach - SENCO	Mrs Fiona Morgan – SEND governor
Sports and PE	Rachel Darby / Mrs Leach – joint co- ordinators	
Issues with staff Assessment and testing	Mrs Leach	If Mrs Leach does not satisfy your enquiry/complaint then please follow the complaints procedure https://www.st-blaise.oxon.sch.uk/wp-content/uploads/2018/03/Complaints-Policy-Sep-14.pdf
Safeguarding including e- safety Prevent – Radicalisation	Mrs Leach is the lead Designated Safeguarding Lead (DSL) Mrs Green and Mrs Kirkham are also DSL’s	If you are worried about a child’s and it is out of hours please phone the Oxfordshire MASH team – 03450507666 or the NSPCC - 0808 800 5000
Health and safety issues	Caroline Burgess or any member of office staff	Mrs Leach