

# Who to Contact



William Harding is a very large primary school with over 800 pupils, not all staff will know all pupils. To make it easier to get your queries answered quickly we have created this guide. We **always** promote speaking to the class teacher first as they know your child best. The office will direct you to the right person to support you.

## To discuss...

Reading books, learning, homework, behaviour, personal wellbeing, friendships or any worries at all



**Class teacher** via the office 01296 421733  
or email: office@williamharding.school

Special education needs, ECHP, additional support for pupils & ARP queries



**SENDCO Ms Chowdhri, SEND Administrator**  
Mrs Jones 01296 421733 ext 207  
senadmin@williamharding.school

Safeguarding concerns  
Attendance/ lateness, family support, home difficulties, worries, emotional difficulties, confidential information, wellbeing/mental health/counselling



**Family Liaison Officers (FLOs)**  
Mrs Bone, Mrs White, Miss Moffatt or Mrs Skinner (IPSL)  
01296 421733 ask for FLO Team  
email: office@williamharding.school  
FLOs are out the front of the school every day

Medical concerns, injuries, medicines, diabetes, return to school after an illness



**Medical FLO**  
office@williamharding.school

Lunches, exceptional leave of absence, messages, change of information, trips, school events, appointments with staff, clubs, admissions, PP enquiries



**Office team 01296 421733**  
Finance Administrator Mrs Smith, Office Administrator Mrs Francis, Support Administrator Miss Duncan, HR & SLT Administrator Mrs Miller, Admissions Mrs Albrighton

Pre-school enquiries



01296 421733 option 5  
preschool@williamharding.school

Sport4All - breakfast club and after school club enquiries



**S4A**  
<https://www.s4aclub.co.uk/wrap-around-care/>

**If you have contacted the class teacher & still have concerns please contact the Year Leader;**  
Pre-school Miss Parveen, Reception Miss Beaney, Yr 1 Miss Garner, Yr 2 Miss Wainwright,  
Yr 3 Ms Farid, Yr 4 Mrs Valiji, Yr 5 Mr Fuller, Yr 6 Mr Irwin

Assistant Headteachers are able to support after you have contacted the Year Leader. Our Assistant Headteachers are;  
Miss Hubbard, Mrs Fulford-Foy & Mrs Sharp. After you have spoken with Assistant Headteachers then the Senior Leadership Team may be involved; Mr Liddle, Mrs Skinner, Mrs Fuller and Miss Cotchin.

Any complaints/queries that have NOT been dealt with at the informal stage first will not be heard as formal complaints and will be re-referred as per our policy.

If you have concerns in the first instance you should speak with the *class teacher*.