

## Who do I contact if I need to report a concern?

If you need to speak to someone in school about anything school related please follow the hierarchy below as in line with our school procedures.

Class Teacher

If the matter is unresolved after making contact please speak to



**Year Group Leader**

EYFS – Mrs Fotheringham  
Years 1 and 2- Miss Byrne  
Years 3 and 4 – Mr Richards  
Years 5 and 6 – Miss Batten

If the matter is unresolved after making contact please speak to



**SLT Members**

Miss Batten – **Assistant Headteacher**  
Mrs Attwood - **Assistant Headteacher**

If the matter is unresolved after making contact please speak to



**Miss A Lenton –Head of School**

Once all other channels have been exhausted and you are still unhappy with the outcome

Please do not give messages to adults out on the school gate in the morning please email [office@williamlaw.pdet.org.uk](mailto:office@williamlaw.pdet.org.uk) and it will be passed onto the relevant person or call the school office.

Communications sent during the school day should be addressed to [office@williamlaw.pdet.org.uk](mailto:office@williamlaw.pdet.org.uk). Please do not expect to speak to a teacher during the school day as they will be teaching your child/ren.