

If you need to speak to someone about your child, please follow the communication procedure below:

- 1. If you need to speak to someone about your child's learning, behaviour, or have class questions or queries**, speak to the class teacher. This can be done at the door in the morning or afternoon or if you need a longer amount of time, email admin@whitefield-pri.lancs.sch.uk, call school on 01772 744449 or come in to the office and speak to Mrs Anforth or Mrs Hastings to arrange an appointment.
- 2. If you have spoken to the class teacher and feel you need to speak to someone further**, email admin@whitefield-pri.lancs.sch.uk, call school on 01772 744449 or come in to the office and ask to speak to the key stage leader.
(For R, Years 1 and 2 this is Mrs Willers. For Years 3, 4, 5 and 6 this is Miss King).
- 3. If you need information about the school diary date or school event**, email the school office admin@whitefield-pri.lancs.sch.uk, call school on 01772 744449 or come in to the office and speak to Mrs Anforth or Mrs Hastings.
- 4. If you need information about a Friends of Whitefield PTFA event**, contact can be made via their email fow@whitefield-pri.lancs.sch.uk or via this Facebook page FRIENDS OF WHITEFIELD PTFA.
- 5. If you need to speak to someone about your child's attendance**, contact our attendance officer Ms Garry via the school office or via email bursar@whitefield-pri.lancs.sch.uk
- 6. If you are requesting special leave you must speak to our attendance officer Ms Garry prior to booking and requesting the time.** Contact Ms Garry via the school office or via email bursar@whitefield-pri.lancs.sch.uk
- 7. If you have a safeguarding concern about a child, family member or member of staff**, please call school 01772 744449 and ask to speak to the DSL (designated safeguarding lead) who is Mrs Foster, Headteacher. (If Mrs Foster is not available, the back up DSL in school are Mrs Willers, Deputy Headteacher; Miss King, Senior Teacher; Mrs Caslake, Learning Mentor; Miss Nuttall, Senior Leadership Team member; Ms Garry, Attendance Officer).
- 8. If you need to speak to Schoolsout@Whitefield** about breakfast club, afterschool club and/or holiday club contact Sarah Allen on 07866 810738

Our school office is manned from 8.30am – 4pm daily.

Our telephone lines are always open so messages can be left at any time outside these hours.

Ms Garry, School Business Manager and Attendance Officer – Monday – Thursday 8.30am – 5.30pm