

St. Philip's CE(A) Parent/Carer Communication Flowchart

Safeguarding

If you are concerned about the safety or welfare of a child:
Phone or email the school office and ask to speak to a safeguarding lead.

01223 508707 office@stphilips.cambs.sch.uk

If you have an urgent concern where a child is at risk of significant harm, contact Cambridgeshire's children's social care on 0345 045 5203

General Enquires

For general enquires and to report absences please call/email the school office

01223 508707 office@stphilips.cambs.sch.uk

Pupil Behaviour

If you are concerned about the behaviour of your child or another child in school...

Class Teacher

Please raise the concern with the class teacher in the first instance

Assistant Head Teacher

If unresolved please contact the Assistant Headteacher via the school office

Head Teacher

If still unresolved, make an appointment to see the Head Teacher via the school office

SEND

If you have a query about special educational needs and disabilities...

Class Teacher

Please raise the concern with the class teacher in the first instance

SENDCo

If you feel the class teacher is unable to help, please make an appointment to see the SENDCo via the school office

Teaching and Learning

If you have a query about your child's learning or any aspect of the curriculum...

Class Teacher

Please raise the concern with the class teacher in the first instance

Assistant Head Teacher

If unresolved please contact the Assistant Headteacher via the school office

Head Teacher

If further clarification is required make an appointment to see the Head Teacher via the school office

Pastoral Care

If you need to share information or require advice or support for your child's emotional wellbeing or personal problems they may be experiencing at school...

Class Teacher

Please raise the concern with the class teacher in the first instance

Mental Health Lead

If unresolved or further support needed, please contact the mental health lead via the school office

Referral to GP/MHST

If needed, you can go to your child's GP or self refer to the mental health support team. For a mental health crisis, contact 111 and select the mental health option

Mental Health Lead

Gillian Wicks

SENDCo

Gillian Wicks

Assistant Head Teacher

Lucy Davis

Head Teacher

Clare Hetherington