

Mrs Maddie-Arnold-Jones
Headteacher

September 2023

Dear Ifield Families,

In order to make sure that we utilise our staff and our resources in the most effective way, we would like to share the following communication process when speaking to a member of staff about your child.

Step 1:

In the first instance, please liaise with your child's class teacher. This can be via your child's home/school journal or by calling the main office who will take a message for you. The class teacher will then contact you either at the end of the school day or at a mutually convenient time. If the matter is urgent, you will be contacted without delay. Any safeguarding concerns will always be dealt with immediately.

Step 2: Should you feel the need to speak to somebody other than the class teacher, please speak with a Key Stage Lead who are as follows:

Ms Jayne Field	Key Stage 1 (Cedar, Rowan, Ash, Beech)
Mrs Ruth Fahey	Key Stage 2 (Cherry, Oak, Sycamore, Chestnut, Maple and Hazel)
Mrs Victoria Butler	Key Stage 3 (Wren, Heron, Robin and Woodpecker)
Mr Richard Skirving	Key Stage 4 (Magpie, Dove, Owl and Swan)

You can do this by calling the main school office on 01474 365485 or for Sixth Form 01474 555799 and requesting a telephone call or meeting.

Step 3:

If the Key Stage Lead is not available, you may speak with an Assistant Headteacher by appointment – Mrs Emily Baker (Primary) Mrs Sue Mason (Secondary) or Mrs Sam Hargood (Sixth Form)

All appointments with Leadership team members can be made via the main office.

Step 4:

Ms Emma Partington or Mrs Susan High, Senior Assistant Headteachers, via appointment at a mutually convenient time via the main office.

Step 5:

Mrs Maddie Arnold-Jones, Headteacher via the main office.

Thank you in advance for your support and cooperation.

Maddie Arnold- Jones
Headteacher