



# Primary Parental Communication

**Communication with the Academy (Primary)...** For any issues encountered in school, it will help us to most efficiently support your son/daughter if you use the following flow chart. The chart should help to identify who should be contacted in the first instance, and who to go to next, should you still have any outstanding concerns.

**Contact the Class Teacher**

Hopefully the issue is resolved... if not, please...

**Contact the Key Stage Leader**

Hopefully the issue is resolved... if not, please...

**Contact the Head of Primary**

Hopefully the issue is resolved... if not, please...

**Contact the Principal**

Communication is usually most effective person to person through the school office. However, increasingly parents find e-mail an effective communication method. The e-mail addresses of all staff can be found on the school web-site.

**Assistant Head of EYFS & Key Stage 1**  
**Mrs Woolford**

[laurawoolford@kba.uk](mailto:laurawoolford@kba.uk)

*Mrs Woolford is currently on maternity leave. If you have any queries relating to EYFS & Key Stage 1, please contact Mrs Foley.*

**Assistant Head of Key Stage 2**  
**Mr Gill**

[danielgill@kba.uk](mailto:danielgill@kba.uk)

**SENDco**  
**Mrs Huseyin & Mrs Allsopp**  
[primarysendco@kba.uk](mailto:primarysendco@kba.uk)

**Associate Head of Primary**  
**Mrs Foley**

**Head of Primary**  
**Mrs O'Neill**

**Principal**  
**Mr DiSalvo**

*Please contact [maggiebailey@kba.uk](mailto:maggiebailey@kba.uk) if you wish to speak with Mrs O'Neill or Mrs Foley.*

*Please contact [wendymillsop@kba.uk](mailto:wendymillsop@kba.uk) if you wish to speak with Mr DiSalvo*