

I HAVE A QUESTION ABOUT	WHO YOU NEED TO TALK TO
MY CHILD'S LEARNING, CLASS ACTIVITIES, LESSONS OR HOMEWORK	Your child's class teacher via SeeSaw
MY CHILD'S WELLBEING, FRIENDSHIPS OR PASTORAL SUPPORT	Your child's class teacher or a member of the Pastoral Team, in person or request a phone call via the school office. Tel: 023 92 375444
SEESAW, TTRS, ACCELERATED READER	Your child's class teacher in person or by email
ATTENDANCE / ILLNESS ABSENCE REQUESTS MEDICAL INFORMATION CHANGE OF COLLECTION ARRANGEMENTS	<b>The School Office</b> If you need to report your child's absence Tel: 023 92 375444 Or report online via the <a href="#">website</a> or email <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a> If you need to request approval for term-time absence, complete a leave of absence request form via the website (or collect in person from the school office)
SCHOOL TRIPS BEFORE & AFTER SCHOOL CLUBS	<b>The School office</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
UNIFORM LOST & FOUND	<b>The School office</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
SCHOOL EVENTS & SCHOOL CALENDAR	<b>The School office</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
SPECIAL EDUCATIONAL NEEDS & DISABILITIES (SEND)	<b>FAO: Mrs E Carter, SEND leader</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
HIRING SCHOOL PREMISES	<b>FAO: Mrs I Cordery, Business Manager</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
THE PTA (CLACA)	<b>CLACA Committee Members</b> Via their Facebook <a href="#">page</a> <a href="mailto:clacommunityassociation@gmail.com">clacommunityassociation@gmail.com</a>
THE GOVERNING BODY	<b>FAO: Chair of Governors</b> <b>via the School office</b> Tel 023 92 375444 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
CATERING & SCHOOL MEALS	<b>Caterlink, via the School office</b> Tel 023 92378890 <a href="mailto:admin@courtlanejnr.co.uk">admin@courtlanejnr.co.uk</a>
<b>In the subject of any communication please indicate the nature of the enquiry, i.e. school meals, school event, uniform, as this will ensure it is directed to the correct person.</b>	

If you would like to make a formal complaint, please follow the procedure set out in our complaints policy which can be found on the policy section of the school website.