



# Communication



Please contact the first appropriate person nearest the top of the flowchart

## Learning Concern

### Class Teacher

Face to Face conversation before or after school or organised meeting

### Class Teacher or via office

Via Class Dojo **THIS WILL NOT BE REPLIED TO WHILE TEACHING 8.40am-3.20pm**

**Mr. Waterfield** (Assistant Head)  
E-mail: office@sherrier.embracemat.org

**Mrs. Kirby** (Head of School)  
E-mail: office@sherrier.embracemat.org

**Miss Beckett** (Executive Headteacher)  
E-mail: office@sherrier.embracemat.org

## Absence Request

**Miss Connor** (School Office)  
Absence request form available on school website, for queries contact:  
E-mail: office@sherrier.embracemat.org

## Class Dojo Support

**Mrs. Peachey** (School Office)  
E-mail: office@sherrier.embracemat.org

## Safeguarding Concern

[www.sherrierprimaryschool.co.uk/safeguarding](http://www.sherrierprimaryschool.co.uk/safeguarding)  
dsl@sherrier.embracemat.org

## Behaviour Concern

### Class Teacher

Face to Face conversation before or after school or organised meeting

**Class Teacher or via office**  
Via Class Dojo **THIS WILL NOT BE REPLIED TO WHILE TEACHING 8.40am-3.20pm**

**Mr. Sargisson** (Behaviour Lead)  
E-mail: office@sherrier.embracemat.org

**Key Stage Leaders**  
EYFS/Key Stage 1 (Year 1&2): Mrs. Kirby  
Key Stage 2 (Year 3-6): Mr. Waterfield  
E-mail: office@sherrier.embracemat.org

**Miss Beckett** (Executive Headteacher)  
E-mail: office@sherrier.embracemat.org

## Parent Pay

**Mrs. Coupland** (School Office)  
E-mail: office@sherrier.embracemat.org

## Uniform

[www.sherrierprimaryschool.co.uk/uniform](http://www.sherrierprimaryschool.co.uk/uniform)

## Medical Support

## SEND Concern

### Class Teacher

Face to Face conversation before or after school or organised meeting

**Class Teacher**  
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**Mrs. Ashby (SENDCO)**  
E-mail: office@sherrier.embracemat.org

**Mrs. Kirby** (Head of School)  
E-mail: office@sherrier.embracemat.org

**Miss Beckett** (Executive Headteacher)  
E-mail: office@sherrier.embracemat.org

## Pastoral & Mental Health

Pastoral & Family Support: **Mrs. Lill**

Mental Health Support: **Mrs. Haddon**  
E-mail: office@sherrier.embracemat.org

## Urgent Messages

For urgent queries for example, change in pick-up arrangements, please contact the school office  
E-mail: [office@sherrier.embracemat.org](mailto:office@sherrier.embracemat.org), or  
Office on Class Dojo during teaching times