

Moorlands Schools Federation Communication Process

Please use this guide to help you direct your query to the right person:

Type of Query	Member of Staff to Contact
Any issue relating specifically to your child (learning, behaviour, equipment, timetable) ----- If you feel that any issue, as described above, has not been resolved or you need more advice following these discussions:	Your Class Teacher ----- Infants: Sheila Caffrey - Assistant Headteacher Juniors: Ellie Amato – KS2 Leader
Serious Concerns or Complaints	Mrs Griffin- Felton – Executive Headteacher
Formal Complaints (as per Federation Complaints Policy)	Mrs Clark – Chair of Governors
Curriculum and/or whole school pupil enquiries	Ms Scott – Deputy Head
Further information about Special Educational Needs, The Ark and Outside Agency Involvement with your child	Mrs Caffrey – Assistant Head
Child Protection/Safeguarding	Mrs Griffin – Headteacher or Mrs Grafton – SenCo
Health and Safety, Finance and payments	Mrs Griffin – Executive Headteacher
Letters, administration, attendance, admissions, school dinners and clubs	Miss Elley or Mrs Paget - Office Managers
Contact Details	
Leadership Team	
Clare Griffin – Executive Headteacher	Via her PA: svernau@moorlands-school.com Or office@moorlands-school.com
Georgina Scott – Deputy Headteacher	gscott@moorlands-school.com
Sheila Caffrey – Assistant Headteacher	scaffrey@moorlands-school.com
Andrea Grafton – Special Education Needs Co-ordinator	agrafton@moorlands-school.com
Ellie Amato - Key Stage 2 Leader	eamato@moorlands-school.com
Administration and Facilities Team	
All office Staff	office@moorlands-school.com
Class teachers	
Matthew Perrett (EYFS Leader and Ladybird Class teacher)	mperrett@moorlands-school.com
Kerry Swift (EYFS Bumblebee Class teacher)	kswift@moorlands-school.com
Jan Fairweather (Y1 Dragonfly Class teacher)	jfairweather@moorlands-school.com
Tina Pang (Y1 Butterfly Class teacher)	tpang@moorlands-school.com
Jane Miller (Y2 Squirrel Class teacher)	jmiller@moorlands-school.com
Alex Bell-Auge (Y2 Hedgehog Class teacher)	abell-auge@moorlands-school.com
Sally Clark (Y3 Kingfisher Class teacher)	sclark@moorlands-school.com
Jodie Chapman (Y3 Kingfisher Class Teacher)	jchapman@moorlands-school.com
Corinna Underhill (Y3 Woodpecker Class Teacher)	cunderhill@moorlands-school.com
Amber Day (Y4 Fox Class Teacher)	aday@moorlands-school.com
Kelly Moore (Y4 Otter Class Teacher)	kmoore@moorlands-school.com
Emily Bone (Y5 Kestrel Class Teacher)	ebone@moorlands-school.com
Nicola Walker (Y5 Owl Class Teacher)	nwalker@moorlands-school.com
Liz Carver (Y6 Osprey Class Teacher)	lcarver@moorlands-school.com
Karen Lowe (Y6 Osprey Class Teacher)	klowe@moorlands-school.com
Poppy Morris (Y6 Merlin)	pmorris@moorlands-school.com
Governing Body	
Chair of Governors	governors@moorlandsfederation.org
If you are unsure of a member of staff's contact details, please send your message to the school office address and it will be forwarded to the relevant member of staff	