

# Who to contact

There will be times when you will need to contact us. This guidance is designed to support parents and carers in contacting the most appropriate person to deal with each type of matter. The first point of contact will usually be your child's class teacher.



For any class based queries:  
Your child's learning and progress,  
your child's general well-being and  
upcoming year group visits or events.



**Class Teacher**

In the first instance, we encourage short conversations at the start/end of the day where possible. For matters which require a more in-depth conversation, please arrange a mutually convenient time either direct with the teacher or via the office.

Use the following emails: [yrstaff@wellsteadapps.co.uk](mailto:yrstaff@wellsteadapps.co.uk)  
[y1staff@wellsteadapps.co.uk](mailto:y1staff@wellsteadapps.co.uk) [y2staff@wellsteadapps.co.uk](mailto:y2staff@wellsteadapps.co.uk)  
[y3staff@wellsteadapps.co.uk](mailto:y3staff@wellsteadapps.co.uk) [y4staff@wellsteadapps.co.uk](mailto:y4staff@wellsteadapps.co.uk)  
[y5staff@wellsteadapps.co.uk](mailto:y5staff@wellsteadapps.co.uk) [y6staff@wellsteadapps.co.uk](mailto:y6staff@wellsteadapps.co.uk)

General urgent and non-urgent queries,  
Attendance (including absence messages),  
Admissions,  
Payments, Wraparound Care,  
All clubs: lunchtime and after school,  
Events, Google Classroom queries



**Office**

01489 799351  
[admin.staff@wellsteadapps.co.uk](mailto:admin.staff@wellsteadapps.co.uk)

Any ongoing matters that you have  
previously raised with the class teacher but  
you feel have not yet been resolved.



**Year Leaders**

Year R: Mrs Porter    Year 1: Miss Deacon  
Year 2: Miss Andrews    Year 3: Mrs Guise  
Year 4: Mrs Priddy    Year 5: Mr Anderson  
Year 6: Mr Trickett

Use either the admin or year group email addresses.

For enquiries about special educational needs, post looked after and looked after children



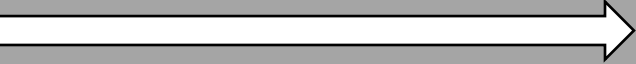
**SEND coordinator**  
Mrs Street  
[sendadmin@wellsteadapps.co.uk](mailto:sendadmin@wellsteadapps.co.uk)

For concerns regarding the adults who work with your child.  
Any ongoing matters that you have previously raised but you feel have not yet been resolved.  
Feedback about the school: positive and negative



**Assistant Headteacher**  
Mr Cook  
[admin.staff@wellsteadapps.co.uk](mailto:admin.staff@wellsteadapps.co.uk)

Any long term matters that you have previously raised but you feel have not yet been resolved.  
Safeguarding concerns.  
Serious or significant queries.



**Headteacher**  
Mrs Greenwood  
[admin.staff@wellsteadapps.co.uk](mailto:admin.staff@wellsteadapps.co.uk)

*Our promise:  
We will respond to emails and messages within 48 hours*

**Parents of Wellstead**  
[powchair@wellsteadapps.co.uk](mailto:powchair@wellsteadapps.co.uk)

