

Who to Contact 2023/24

Who do I contact to discuss...		Contact Details
Change of address or contact details Trips and visits Enrichment clubs Volunteering General enquiries Admissions	➔	Mrs. Upfold – Office Administrator 01296 326320 option 2 admin@greenridgeacademy.co.uk
Little Ridges Nursery	➔	Mrs. Upfold – Office Administrator 01296 326320 option 2 nursery@greenridgeacademy.co.uk
Pupil Premium/Free School Meals Payment Queries School Lettings Nursery Invoices	➔	Mrs. Curtis-Cross – Office Co-Ordinator 01296 326320 option 2 admin@greenridgeacademy.co.uk
Reporting absence Medical concerns/injuries Medication Medical Appointments Family Support Mental Health and Wellbeing	➔	Miss. Eaver – Attendance, Safeguarding and Family Liaison Officer 01296 326320 option 1 absence@greenridgeacademy.co.uk <i>Alternatively, please make contact via admin@greenridgeacademy.co.uk marking FAO Miss. Eaver</i>
Education, Health and Care Plans Special Educational Needs	➔	Miss. Gardiner – Director of Inclusion senco@greenridgeacademy.co.uk
Parent Teacher Association Fundraising PTA Events Second-hand Uniform	➔	Laurilee Green – Chair of PTA pta@greenridgeacademy.co.uk
Reading books Concerns about learning Behaviour Home learning	➔	Class Teacher <i>We suggest speaking to them when dropping-off/picking-up if they are available or alternatively contact them using the Admin contact details</i>
If you have already contacted the class teacher and still have concerns, please contact the Assistant Headteacher: Early Years (Nursery – Reception): Mrs. Mackie Key Stage One (Year One – Year Two): Mr. Ladyman Lower Key Stage Two (Year Three – Year Four): Miss. South Upper Key Stage Two (Year Five – Year Six): Mr. Arnold		
Our Deputy Headteacher will also be available to support if you have already contacted the Assistant Headteachers but require further assistance: Miss. Thomassen		
Should you have any safeguarding concerns, please contact our Designated Safeguarding Leads: Designated Safeguarding Lead Miss. Thomassen – Deputy Headteacher Deputy Designated Safeguarding Leads Mr. Wanford – Headteacher Mrs. Mackie – Early Years Assistant Headteacher Mr. Ladyman – KS1 Assistant Headteacher Miss. South – LKS2 Assistant Headteacher Mr. Arnold – UKS2 Assistant Headteacher Miss. Gardiner – Director of Inclusion/SENCo Mrs. Cavanagh – Pastoral Support Lead Miss. Eaver – Attendance, Safeguarding and Family Liaison Officer safeguarding@greenridgeacademy.co.uk		