



**1 Worrall Drive, Wouldham Kent ME1 3GE**  
**☎: 01634 861434 Email: [office@wouldham.kent.sch.uk](mailto:office@wouldham.kent.sch.uk)**  
**Headteacher : Mrs Victoria Baldwin BSc (Hons) NPQH**

Friday 1<sup>st</sup> December 2023

Dear Parent/Carer,

As our school community continues to grow, we have taken the opportunity to review our communication systems and would like to share some important information with you. It is our aim to ensure that we have effective channels of communication in place so that we can work together to support your child's educational journey.

Moving forward, we kindly request that you continue to use the school telephone number or reach out to us via email at [office@wouldham.kent.sch.uk](mailto:office@wouldham.kent.sch.uk) for the following matters:

1. Drop off and collection arrangements
2. Absence and attendance
3. Queries regarding dinner, breakfast club, after school club, and payments
4. General enquiries

For any concerns relating to your child's learning, well-being, or social interaction, we would like to encourage you to contact their class teacher as a first point of contact. We kindly ask that you allow the class teacher sufficient time to respond to your concerns. If you find that you need further support, please do not hesitate to reach out to our designated Family Lead in your child's year group:

- Year R: Mrs Smajli (working days: Mondays and Wednesdays) - [EYFS@wouldham.kent.sch.uk](mailto:EYFS@wouldham.kent.sch.uk)
- Years 1&2: Mrs Fitzsimons (working days: Wednesdays, Thursdays, and Fridays)  
– [KS1@wouldham.kent.sch.uk](mailto:KS1@wouldham.kent.sch.uk)
- Years 3 & 4: Mrs Hayes (working days: Tuesdays and Wednesdays)  
– [LKS2@wouldham.kent.sch.uk](mailto:LKS2@wouldham.kent.sch.uk)
- Years 5 & 6: Mrs McGill – [UKS2@wouldham.kent.sch.uk](mailto:UKS2@wouldham.kent.sch.uk)

Should you find that your concerns persist despite following these lines of communication, we kindly ask that you contact the school office to arrange an appointment with either Mr Wyatt-Hughes or myself.

For queries relating to special educational needs and disability (SEND), we ask that you initially speak with your child's class teacher and allow time for the necessary actions to be taken. For more complex concerns in this area, we kindly request that you contact our Assistant Headteacher for Inclusion, Mrs Gates, via [sen@wouldham.kent.sch.uk](mailto:sen@wouldham.kent.sch.uk).



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For any safeguarding concerns please call or arrange a meeting one of our Designated Safeguarding Leads; Mr Wyatt-Hughes, Mrs Gates, Mrs Smajli or myself. For any queries pertaining to parent support, attendance, and well-being, we have our dedicated Family Liaison Officer, Mrs Hardie, who can be reached via [flo@wouldham.kent.sch.uk](mailto:flo@wouldham.kent.sch.uk).

By implementing these updated communication channels, we hope to further improve our lines of communication and ensure that any issues or queries you may have are addressed effectively and efficiently.

Thank you for your ongoing support in maintaining a strong partnership between school and home. We look forward to continuing to work together to provide the best possible educational experience for your child.

Yours faithfully,

**Mrs V Baldwin**  
**Headteacher**