FRENSHAM HEIGHTS

CLASS TEACHERS

Class Teachers teach their students for most of the day, meaning they know your child very well and have a good knowledge of what interests they have, their progress and achievements both in and out of school. **Class Teachers** are responsible for both pastoral and academic progress and should be the first point of contact for concerns or questions regarding your child and their progress. They will formally feedback in two parents' evenings a year and a core subject report in the Autumn term and a full written report in the Summer term.

Some year groups have more than one class, in which case the **Class Teachers** in that year group work together to ensure consistent messages and tone. They will often work together in pastoral situations and friendship issues.

SUBJECT SPECIFIC TEACHERS

From Nursery upwards, the children have specialist classes (i.e. French, Music) taught by **Subject Specific Teachers**, who will also teach them in the Middle School and onwards. As the children progress up the Junior School, they will have more classes taught by **Subject Specific Teachers** making for an easy transition into the Middle School.

Subject Specific Teachers are expected to keep a **Class Teacher** in the loop if they are experiencing any concerns with students in their classes. **Subject Specific Teachers** will have an opportunity twice in the year, to feedback on your child's progress; once in the form of a short report and once in a parents' evening.

JS ADMINISTRATOR: OLIVIA HANNON

email: juniorschool@frensham.org

Please contact the **Junior School Administrator** regarding any Junior School administrative related matters; i.e. missing info, to update contact information etc. Please email the **Class Teacher** and **Junior School Administrator** if your child is absent for any reason on the day. Please notify the **Junior School Administrator** of any appointments during school time and ensure that if your child arrives late or needs to leave school during the school day that they sign in/out via the Junior School Office.

JUNIOR SCHOOL LEADERSHIP TEAM

HEAD OF JUNIOR SCHOOL: NICK ORAM-TOOLEY

email: jshead@frensham.org

The **Head of Junior School** is there to have a complete overview and responsibility for the progress of your child and the team of Junior School **Class Teachers**. He generally gets involved in mentoring students, and discipline if necessary, when concerns are raised by a **Class Teacher**. The **Head of Junior School** oversees the whole of the Junior School to ensure the wellbeing of every child.

Please contact jshead@frensham.org, for appointments with **Head of Junior School** and to ask for approval for any absences from school.

JS ASSISTANT HEAD PASTORAL: MEGHAN GUY

email: meghanguy@frensham.org

For any matters across the Junior School that are based around the Pastoral needs and Wellbeing of your child, and that cannot be answered or actioned by the class teacher, please contact Meghan. Meghan is a member of our JSLT and also a DDSL within the school.

JS ASSISTANT HEAD TEACHING & LEARNING: JADE LEFEVRE

email: jadelefevre@frensham.org

For any matters in the Junior School that relate to your child's Teaching and Learning, and that cannot be answered or actioned by the class teacher, please contact Jade. Jade is also a member of our JSLT.

HEAD OF EARLY YEARS: SARAH GIBSON

email: sarahgibson@frensham.org

For any matters regarding Nursery and Reception children, including SEND support needs, please contact the **Head of Early Years** who works alongside the **Head of Junior School**.

HEAD OF LEARNING SUPPORT (JUNIOR SCHOOL) AND YRS 1 TO 3 LEAD: KELLY HEWITT

email: kellyhewitt@frensham.org

Any learning support needs for any Junior School students are overseen by the **Head of Learning Support** and the **Director of Learning Support**.

Kelly is also the Lead for our Years 1-3 and works closely with Sarah in the Early Years. Her role is to support beyond the class teacher and Kelly is also a member of our JSLT.

OTHER IMPORTANT CONTACTS

DEPUTY HEAD: BECKS SCULLION

email: DHBecks@frensham.org

The **Deputy Head** is responsible for the day to day running of the school. The **Head of Junior School** works closely with the **Deputy Head** in regards to issues of serious discipline and safeguarding issues in the Junior School.

DEPUTY HEAD (ACADEMIC): LAURA GRIFFITHS

email: DHLaura@frensham.org

The **Deputy Head (Academic)** works alongside the **Head of Junior School** on all academic matters. They work together in regards to transition into our Middle School.

ASSISTANT HEAD (STUDENT DEVELOPMENT): ANDY SPINK

email: andyspink@frensham.org

The **Assistant Head (Student Development)** is responsible for the co-curricular life of the school - including the Junior School ECA programme. He works closely with the **Deputy Head** to ensure this aspect of the school runs smoothly and has strategic direction and leadership.

HEALTH CENTRE (available 8am-5.30pm)

healthcentre@frensham.org

The nurses at the **Health Centre** will contact you if your child is unwell during the school day. Please contact the nurses if your child has any changes in physical or mental health matters. If your child requires any over the counter medication they should go to the **Health Centre** (students are not allowed to carry medication in school). If your child requires prescription medicine during school time, please take it to the **Health Centre**.

HEAD'S OFFICE

head@frensham.org

Lindsey, the **Head's PA**, is the first port of call for the school's formal complaint procedure.

PARENTS' VOICE

Parent Voice is a team of elected parent volunteers representing boarding and day students in every year group. **Parent Voice** support new and existing parents and collaborate with the school in an innovative and productive format. They meet the **Head**, a **Governor** and members of **Senior Staff** at the school once a term to discuss matters of common interest to parents and the school. Meeting minutes are published on the parents' section of **SchoolBase**. Your **Parent Voice Rep** will be in touch regularly but if you are not sure who your **Representative** is, please contact the **Junior School Administrator** or your child's **Class Teacher** or **Tutor**. You can feedback concerns and support for matters that you feel impact your class, year group or beyond to your **Parent Voice Representative**. For matters that concern your child specifically, please contact your **Class Teacher** or **Tutor**.

SCHOOL FEES

If you have any queries on your school fees or invoices, please contact our Finance Administrator, Stuart Perl on stuartperl@frensham.org

LOST PROPERTY

Please make sure all personal items are named. If your child has lost something at school, they can go to the Lost Property Office on Flottage Drive. You can also contact Christine Barrett on housekeeping@frensham.org