



Who to contact at Great Missenden School

If you have concerns, in the first instance you should always speak with the class teacher. If you are unsure, the school office will always direct you to the right person to support you. We aim to acknowledge all emails within 5 working days. If a query or concern is urgent, please call the school.

To discuss...	Who should I speak to?
Reading books, progress, home learning, behaviour, personal wellbeing, friendships, Special Educational Needs queries or any worries.	Class Teacher Leave a message via the school office 01494 862310 Or email: Preschool: preschoolclass@gmglt.co.uk Reception: receptionclass@gmglt.co.uk Year 1: year1@gmglt.co.uk Year 2: year2@gmglt.co.uk Year 3: year3@gmglt.co.uk Year 4: year4@gmglt.co.uk Year 5: year5@gmglt.co.uk Year 6: year6@gmglt.co.uk
Special Educational Needs, EHCP & additional support for pupils	SENDCO – Mrs Marsh via the school office 01494 862310 or email: inclusion@gmglt.co.uk
Safeguarding / Child Protection concerns	Designated Safeguarding Lead - Mrs Magee via the school office 01494 862310 or email safeguarding@gmglt.co.uk
Attendance/lateness, family support, home difficulties, worries, emotional difficulties, confidential information including wellbeing/mental health/counselling	Attendance and Welfare Officer (DSL) - Mrs Magee via the school office 01494 862310 or email safeguarding@gmglt.co.uk
Exceptional leave of absence, messages, change of information, medicine, trips, school events, appointments with staff, clubs, admissions, PP enquiries	School Office 01494 862310 Or email: office@gmglt.co.uk
Lunches, Food Allergies, intolerances	Food For Life – Mrs Tompson via 01494 862310 or ffl@gmglt.co.uk
Breakfast and After School Club enquiries	School Office – Mrs Hazelden via 01494 862310 or email ampm@gmglt.co.uk Emergency Contact Number: 07842571781
Pre-school enquiries	School Administrator – Mrs Eld 01494 862310 Or email: office@gmglt.co.uk
If you have contacted the class teacher and still have concerns, please contact the Head Teacher – Mr Magee via the school office 01494 862310 Or email: office@gmglt.co.uk	
Complaints: The vast majority of concerns can be resolved informally, often straight away by the class teacher or an appropriate senior leader, Deputy Headteacher or the Headteacher. For further information on complaints please read the GLT Complaints Policy	