

The Vineyard Lines of Communication

info@vineyard.richmond.sch.uk

- I would like to change my child's school dinner offer
- There is a change to my child's medication.
- My child has a medical appointment and I need to pick them up early
- I need a reference completed for my child

absence@vineyard.richmond.sch.uk

- My child is unwell and will be off school

Class teacher: yearX@vineyard.richmond.sch.uk

- My child was teary this morning, please keep an eye on them
- My child has forgotten their reading record/ book hasn't been changed
- My child finds it difficult to read their school book at home
- My child says they have friendship issues/struggles with current seating position
- My child is struggling with their learning
- Another parent is collecting my child today (sent by 12pm)

SENCo - Danielle Stevenson - sen@vineyard.richmond.sch.uk

- My child has received a diagnosis/impairment and I would like to pass on the information
- I would like to discuss my child's EHCP
- Following meetings with the class teacher, I still feel unhappy with the progress my child is making with the targets on their SEND support plan
- My child has been really struggling in school and I would like to discuss this with the SEND team

Behaviour/safeguarding/assessment Miss McArdle- amcardle@vineyard.richmond.sch.uk

- My child is being bullied and it hasn't been resolved
- I want to discuss a safeguarding concern/issue

Teaching, Learning & Curriculum- Mrs Reilly/ Mrs Dempster tandl@vineyard.richmond.sch.uk

- There is a part of the curriculum that I am concerned about and want to discuss this further

Headteacher -Mrs Bracegirdle- headteacher@vineyard.richmond.sch.uk

- I would like to request special leave for my family
- I have a concern about a school policy
- I would like to discuss a confidential matter regarding a member of staff
- I am worried about my child at school

librarian@vineyard.richmond.sch.uk

- I would like to suggest a book for a school library

sport@vineyard.richmond.sch.uk

- I would like my child to take part in some sporting activities`