



Communication and Contact at Saracens Broadfields

At Saracens Broadfield, we pride ourselves on working in partnership with our families to best support your child's education and well-being. We want to make sure our systems for contact are clear so you know how to get in touch. We also want to make sure our staff have time away from school to rest, so they can continue to be at their best in the classroom.

Contact point 1 - Class Teacher

You can contact your child's class teacher at the end of the school day - on the door (once others have left) via e-mail (School Office) or on Class Dojo during the working day.

Teachers are generally unavailable during the day as they are teaching. However, they will do their best to respond after teaching hours.

Possible Queries	What to Expect
- Curriculum coverage or progress - Friendship queries - Consequences of behaviour - Initial conversations about barriers to learning or well-being concerns. - Sharing good news	- A conversation at the end of the school day, a phone call or a meeting arranged at a mutually convenient time. - Class teacher to liaise with the SENCO and where appropriate and a meeting/ phone call planned.

Contact Point 2: Year Group or Phase Leader

Usually, the phase/ year group leader is the second point of contact if the issue is not resolved by the teacher. Occasionally, a phase/ year leader will join for the initial meeting.

Please e-mail your child's key stage leader via the school office office@saracensbf.org

EYFS - Mrs Vaghela Year 1 Miss Yalof Year 2 Ms Thomas	Year 3- Mr McIntosh Year 4- Ms McCarthy Year 5/6 Miss Jackson
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- Ongoing persistent behaviour concerns - Concerns regarding teaching and learning - Concerns over barriers to learning after an initial conversation with the teacher.	- A phone call or discussion - Key Stage/ year group leader to respond within 48 hours
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Contact point 3: Wider Senior Leadership Team - SLT

Please e-mail or call (and leave a message) for the relevant member of the SLT via the office office@saracensbf.org or 020 8359 5430. Via Class Dojo during working hours.

Ms Keane - Vice Principal - Curriculum and Assessment

Miss Hanham - Vice Principal - Attendance, Safeguarding and overall responsibility for SEN

Mrs McIntosh - Assistant Principal - Curriculum

Ongoing concerns about behaviour or bullying	A call back or e-mail within 48 hours.
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• Concerns around teaching, learning or curriculum • Attendance queries • Concerns over barriers to learning after discussion with the class teacher/ phase leader. • Safeguarding concern • School systems and ways of working.	
SENCO - TBC (Miss Hanham covering Please e-mail or call (and leave a message) via the office office@saracensbf.org or 020 8359 5430.	
• Initial concerns about a child (once spoken with the teacher) • Support with specific needs • Understanding the assessment process for needs	• A response within 48 hours and a meeting/ response within 5 working days,
Principal - Miss Sarah Marriott Please e-mail or call (and leave a message) via the office office@saracensbf.org or 020 8359 5430.	
• Safeguarding concern over a member of staff or child. • A concern or complaint about a member of staff • Escalation of queries after you have spoken to other members of staff listed on this chart.	• An acknowledgement in 2 working days • A response in 5 working days. • A call back or face to face discussion. • A meeting at a mutually convenient time. • An e-mail response.
Safeguarding - out of hours	
If you are concerned about a child outside of school hours please call Barnet MASH on 020 8359 4066 or 020 8359 2000. If a child is in danger, call 999.	
Raising a concern or complaint The school will always seek to work with families to resolve any issues quickly. In the first instance, complaints should be directed to the Principal- Sarah Marriott, who will investigate. However, if you have exhausted all options or the complaint is about the Principal, you can write to the Chair of Governors via clerk@saracensmat.org Full details can be found: https://saracenseducation.org/policies	