

PARENT/CARER

Guilsborough Academy

Guilsborough Multi Academy Trust

Who do I contact if I have a concern?

Is your concern related to pupil premium/SEN/looked after child?

LAC
co-ordinator
Mrs Church

PP co-ordinator
Welfare/Academic
Progress
Miss Keenes

SENDCo
Mrs
Taylor

What is the nature of your concern?

My child is
underachieving
in a single
subject

Class Teacher

Head of Dept

My child is
underachieving
across a number
of subjects

Tutor

Head of Year

General enquiry
e.g. homework,
consequences,
pastoral

Tutor

Safeguarding,
Student Support
and Well Being

Tutor

- We will endeavour to respond to all enquiries within two working days
- We will respond to all safeguarding enquiries as soon as possible (within 24 hours)
- If you require a written response we will endeavour to do this within five working days
- If a meeting is required we will endeavour to schedule this meeting within seven working days
- If you are unsure where to direct your enquiry, please email info@guilsborough.northants.sch.uk
- Enquiries made during weekends or holiday time will take longer to receive a response
- If you feel that your enquiry has not been answered or your concern persists, please contact info@guilsborough.northants.sch.uk