



Contact Details

School Address: Coleham Primary School, Greyfriars Road, Shrewsbury, SY3 7EN Tel: **01743 362668**

For daily communications, please speak with a Teaching Assistant each morning or with your child's class teacher at the end of the day. Ms Jones, Mr Larkham & Miss Othen are out on the playgrounds most mornings if you wish to speak with them as we are keen to address any issues quickly and efficiently.

We always encourage you to speak with your child's class teacher regarding any concerns in the first instance, via ClassDojo or on the playground.

For **important and/or sensitive** issues, please contact the school office by email or telephone and the relevant member of staff will contact you as soon as is practicable to resolve the problem.

Please note that we do not hand out teacher's email addresses to reduce the amount of email admin required. If you are unable to physically speak to your child's teacher, please use **ClassDojo** or the **school office**. Our staff's well-being is a priority, and there is no expectation for them to respond during an evening or weekend. However, staff will always give your enquiries due attention, prioritise them accordingly and be in touch as soon as they are able to.

Senior Leadership Team	
Headteacher Deputy CEO for The 3-18 Education Trust (Thurs & Fri)	Ms C Jones
Deputy Headteacher Headteacher (Thurs & Fri)	Mr T Larkham
EYFS Leader Deputy Headteacher (Thurs & Fri)	Miss Harris
KS1 Leader	Mrs Young
Lower KS2 Leader & SENDCO	Mrs Howson
Upper KS2 Leader	Mr Edwards
School Business Manager	Miss Othen

SENDCO: Mrs Howson

- Please contact the SENDCO to discuss your child's Special Educational Needs and Disabilities.
- E: sendco@col.318education.co.uk

Business Manager: Miss Othen

- Please contact the Business Manager for all matters relating to business operations of the school including Health & Safety, concerns re Medical/Health, Enrichment & Community, Premises, Security, School Policies and Procedures and Data Protection.
- E: businessmanager@col.318education.co.uk

Administration Manager: Mrs Hilbert

- Please contact the Administration Manager for all matters dealt with by the school office including Admissions, Recruitment, Free School Meals, Payments (including ParentPay enquiries), Trips, Clubs, Music Tuition, serious and/or sensitive issues & general enquiries.
- E: admin@col.318education.co.uk

Please remember that our school website is always up to date and here you will find many answers to your enquiries such as key dates and copies of our letters sent home. www.colehamprimaryschool.co.uk

Pastoral Care Leader: Mrs Nash

- Please contact Mrs Nash via the school office for family support and advice.

Health Co-ordinators: Mrs Davies & Mrs Moore

- Please contact Mrs Davies or Mrs Moore for your child's health matters and advice including medical conditions, asthma and allergies.

Wraparound Care

- Ms Ridgway - Breakfast Club Leader
- Miss Gregory - After School Club Leader
- For Breakfast & After School Clubs enquiries and bookings, please email the addresses below and put BREAKFAST or ASC in the title.
- E: wraparound@col.318education.co.uk

Catering Manager: Mrs Perry

- Please contact Mrs Perry, to discuss any matters in relation to your child and school dinners.
- E: CA.colehamprimary@atalianworld.com

Class email addresses:

- We no longer have class email addresses
- If you wish to contact your child's teacher, please either send a message via ClassDojo, or contact the school office.