

Millhouse Primary School & Nursery

Tavistock Road

Laindon

Essex

SS15 5QF

Tel: 01268 543584

Email: admin@millhouse.essex.sch.uk



LINES OF COMMUNICATION 2025-2026

To help direct your questions or concerns to the right person, please contact the relevant person below. Please note that emails will be checked approximately twice a day and we aim to respond to you within 24 hours, if not sooner.

Class teachers should always be your first point of contact regarding any concerns or queries about children in their class. If they feel it is necessary, they will either pass the message on or ask you to contact a different member of staff who may be better placed to deal with your query.

| Concerns / Responsible for: | Member of Staff | Contact details |
|---|--|--|
| Your child's class on a day-to-day basis. Any concerns or queries relating to learning & behaviour. Parents first point of contact. | Class teachers | Nursery & Reception – eyfs@millhouse.essex.sch.uk Year 1 – year1@millhouse.essex.sch.uk Year 2 – year2@millhouse.essex.sch.uk Year 3 – year3@millhouse.essex.sch.uk Year 4 – year4@millhouse.essex.sch.uk Year 5 – year5@millhouse.essex.sch.uk Year 6 – year6@millhouse.essex.sch.uk |
| Any concerns or queries regarding the whole year group or if there is something more significant the class teacher can't deal with. | Year Group Leaders: Mrs Nugent – Nursery / Reception Miss Rowlands – Year 1 Mrs Ijad – Year 2 Mrs Stannard – Year 3 Miss Morgan – Year 4 Mrs Fawell – year 5 Miss Hinson – Year 6 | As above |
| Special Educational Needs & Disabilities | Miss Durdle & Mrs Jones (SMT Inclusion Leaders) Mrs Darby (SEND Improvement Leader) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Medical conditions | Miss Durdle (SMT Inclusion Leader) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Maths | Miss Lester (SMT) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |

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| English | Miss Hinson (SMT) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Assessments / SATs | Dr Fawell (SMT) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Curriculum content, Homework | Mrs Enticknap (SMT) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Safeguarding | Mrs Haken (Head of School) | Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk |
| Attendance | Mrs Kelleher – day-to-day | attendance@millhouse.essex.sch.uk |
| Children’s Breakfast & After School childcare club (paid for) | Mrs Jolly | admin@millhouse.essex.sch.uk |
| ParentPay Extra-curricular clubs (sports clubs etc) | Mrs Neame Mrs Savvas Mrs Bartlett | 01268 543584 admin@millhouse.essex.sch.uk |
| Young Carers, Counselling & therapeutic support | Mrs Haken | Contact school office and mark for the attention of Mrs Haken 01268 543584 admin@millhouse.essex.sch.uk |
| Home support Parental support | Mrs Duggins | Contact school office and mark for the attention of Mrs Duggins 01268 543584 admin@millhouse.essex.sch.uk |
| Concerns or complaints that have not been resolved by the above. | Mrs Haken (Head of School) Mrs Koller (Deputy Executive Headteacher) | Contact school office and mark for the attention of Mrs Haken / Mrs Koller 01268 543584 admin@millhouse.essex.sch.uk |