

Millhouse Primary School & Nursery

Tavistock Road

Laindon

Essex

SS15 5QF

Tel: 01268 543584

Email: admin@millhouse.essex.sch.uk



Millhouse
Primary School and Nursery

Executive Headteacher: Mr G Allen

Heads of School: Mrs J Haken & Mrs D McGarry

LINES OF COMMUNICATION 2023-2024

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.

Member of Staff	Responsible for:	Contact details
Class teachers	Your child's class	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
Year Group Leaders: Mrs Nugent – Nursery / Reception Miss Rowlands – Year 1 Mr Gilbert – Year 2 Mrs Logan – Year 3 Mr Campling – Year 4 Mrs Fawell – year 5 Mrs Chesterton/Mrs Matheson – Year 6	Any concerns of queries regarding the whole year group of if there is something more significant the class teacher can't deal with.	As above
Mrs Nugent – EYFS Mrs Enticknap – Years 1 & 2 Miss Bridge – Years 3 & 4 Dr Fawell – Years 5 & 6	Senior Management link for each phase.	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Miss Durdle (SMT Inclusion Leader) Mrs Darby (SEND Improvement Leader)	Special Educational Needs & Disabilities	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Miss Durdle (SMT Inclusion Leader)	Medical conditions	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk

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Miss Bridge (SMT)	Maths Tuition Interventions	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Miss Hinson (SMT)	English	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Dr Fawell (SMT)	Assessments / SATs	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Mrs Enticknap (SMT)	Curriculum content, Homework	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Mrs Haken (Headteacher)	Safeguarding	Contact school office and mark for the attention of (name of senior manager): 01268 543584 admin@millhouse.essex.sch.uk
Mrs Kavanagh	Attendance	attendance@millhouse.essex.sch.uk (Wed-Fri) admin@millhouse.essex.sch.uk (Mon-Tues)
Mrs Jolly	Children's Breakfast & After School childcare club (paid for)	admin@millhouse.essex.sch.uk
Mrs Neame Mrs Savvas Mrs Bartlett	ParentPay Extra-curricular clubs (sports etc)	01268 543584 admin@millhouse.essex.sch.uk
Ms Slade	Young Carers Counselling & therapeutic support	Contact school office and mark for the attention of Ms Slade 01268 543584 admin@millhouse.essex.sch.uk
Mrs Duggins	Home support Parental support	Contact school office and mark for the attention of Mrs Duggins 01268 543584 admin@millhouse.essex.sch.uk
Mrs Haken (Headteacher) Mrs McGarry (Headteacher)	Concerns or complaints that have not been resolved by the above.	