

# Parents - Who should I contact?



Please see below for a range of questions and who to contact.

Example question	Who do I go to?
<ul style="list-style-type: none"> <li>• General queries</li> <li>• Concerned/worried about an issue</li> </ul>	<p style="text-align: center;"><a href="mailto:office@keslichfield.org.uk"><b>office@keslichfield.org.uk</b></a></p> <p>They will pass on your question/concern to your child's Form tutor, Achievement leader and/or Student support depending on need.</p>
<ul style="list-style-type: none"> <li>• Subject related questions</li> </ul>	<p style="text-align: center;"><a href="mailto:office@keslichfield.org.uk"><b>office@keslichfield.org.uk</b></a></p> <p>They will pass on your question/concern to your child's teacher and/or the relevant Head of department.</p>
<ul style="list-style-type: none"> <li>• Safeguarding concern</li> </ul>	<p style="text-align: center;"><b>Telephone: 01543 255714</b></p> <p>If you need to let us know about a safeguarding concern, please contact main reception and ask to speak to a member of our safeguarding team.</p>
<ul style="list-style-type: none"> <li>• Questions or concerns that relate to special educational needs or disabilities.</li> </ul>	<p style="text-align: center;"><a href="mailto:office@keslichfield.org.uk"><b>office@keslichfield.org.uk</b></a></p> <p>They will pass on your question/concern to our SEND department.</p>
<ul style="list-style-type: none"> <li>• Questions about anything extra-curricular</li> </ul>	<p style="text-align: center;"><a href="mailto:office@keslichfield.org.uk"><b>office@keslichfield.org.uk</b></a></p> <p>They will pass on your question/concern to the relevant member of staff.</p>
<ul style="list-style-type: none"> <li>• Questions about a school visit/trip</li> <li>• Questions about Music tuition</li> </ul>	<p style="text-align: center;"><a href="mailto:edvisits@keslichfield.org.uk"><b>edvisits@keslichfield.org.uk</b></a></p> <p>Information is also available at: <a href="http://www.keslichfield.org.uk/"><b>http://www.keslichfield.org.uk/</b></a></p>
<ul style="list-style-type: none"> <li>• Questions about term dates and upcoming events</li> </ul>	<p style="text-align: center;"><a href="http://www.keslichfield.org.uk/"><b>http://www.keslichfield.org.uk/</b></a></p>
<ul style="list-style-type: none"> <li>• Planned absence, e.g. Hospital appointment</li> </ul>	<p style="text-align: center;"><a href="mailto:attendance@keslichfield.org.uk"><b>attendance@keslichfield.org.uk</b></a></p> <p>Information is available on planned absences and the required form is available to download at: <a href="http://www.keslichfield.org.uk/"><b>http://www.keslichfield.org.uk/</b></a></p>
<ul style="list-style-type: none"> <li>• Absence/illness</li> </ul>	<p style="text-align: center;"><b>Text: 07860 034183 before 9am</b></p>