



### **Who do I Contact?**

In almost all cases, the school office should be your first point of contact. Please understand that teachers rarely have time to read or respond to emails during the day as they are not able to do so when teaching. Therefore, it is unlikely that any correspondence will be seen straight away.

**Please do not send queries via Class Dojo.**

### **Absence**

Please contact Ms Costa in the school office. If the absence is planned, please complete the Leave of Absence Request form beforehand, although there is no guarantee that we will be legally able to authorise any particular absence. Medical appointments do not require a completed form, but we do need to know if your child is missing school to attend.

### **Academic**

In the first instance, please contact your child's form tutor or the specific teacher for that subject. If it is regarding a specific learning need, please contact Ms Roncal Riveros (SENDCo).

### **Accounts**

Please contact our Accounts team directly: [accounts@haileyburymalta.com](mailto:accounts@haileyburymalta.com)

### **Behaviour**

If you are concerned about the behaviour of your child or another pupil, please contact your child's form tutor in the first instance.

### **Buses**

Our school transport partner is Coop. Any queries regarding routes, collection, drop-off or timings should be sent to [info@maltacoop.com](mailto:info@maltacoop.com) or 2226 5800. If your query relates to behaviour on the school bus, please contact your child's form tutor as above.

### **Collection**

Any details regarding collecting your child from school should go through the school office and in a timely manner. If another parent or relative is collecting your child, you must inform us beforehand otherwise we will be unable to release your child to them. If your child usually uses school transport, we will put them on that bus unless you have specifically informed us that you or someone else will be collecting them instead. Please note that the school day finished at 1545, and pupils will not be able to leave before this time without a specific absence request.

### **Catering**

Our Catering partners, Thomas Franks, are happy to cater for all dietary needs. If you need to discuss your child's particular needs with them, please contact the school office so that a meeting can be arranged.

### **Curriculum or Homework**

In the first instance, please contact the specific teacher who teaches your child that subject. Most children undertake their homework at school.

## **Friends of Haileybury Malta**

Any queries regarding the PTA should be sent to the PTA email address.

## **iPads**

If your query is of a technical nature, please contact Mr Fitzpatrick.

## **Medical**

If your child has a specific medical issue, or medication needs to be administered at school, please contact the school office and your child's form tutor. You may need to complete a consent form. Please note that any medication that comes into school must be handed in at the school office to be stored safely, except in the case of life-saving medication such as an inhaler or epipen. If your child does carry an inhaler or epipen, please ensure that the school is in possession of a spare. Medication cannot be administered without a signed consent form.

If your child is unable to participate in sport for a medical reason, please inform Mrs Fitzpatrick and the school office. Pupils are expected to participate in sport unless a reason is given for them to be excused. Any prolonged absence from sport will require a medical certificate.

## **Mental Health**

At Haileybury, we believe that supporting the Mental Health of pupils and their families is a collective responsibility. Life can be challenging sometimes. If you or your child needs support, please contact any member of staff and we will help you put the appropriate systems in place or help you to find someone else who has the necessary expertise.

## **Safeguarding**

If you have any Safeguarding (child protection) concerns regarding a child or an adult, please contact the Designated Safeguarding Lead (DSL), Mrs Salmond Smith, or the Deputy Designated Safeguarding Leads (DDSL), Mr O'Keeffe or Mrs Fitzpatrick. Please do not send any information regarding a Safeguarding issue via the school office.

## **Sport**

If you have an enquiry regarding Sport, please contact Mrs Fitzpatrick directly.

## **Uniform**

Our uniform supplier is Garmmo. Our uniform list is available in the 'documents' section of the website.

## **Directory**

Mrs Salmond Smith: [head@haileyburymalta.com](mailto:head@haileyburymalta.com)  
Mr O'Keeffe: [deputyhead@haileyburymalta.com](mailto:deputyhead@haileyburymalta.com)  
Mrs Fitzpatrick (Sport): [GAF@haileyburymalta.com](mailto:GAF@haileyburymalta.com)  
Ms Roncal Riveros (SEND Co and Spanish): [PRR@haileyburymalta.com](mailto:PRR@haileyburymalta.com)  
Ms Rankin (Year 11): [TR@haileyburymalta.com](mailto:TR@haileyburymalta.com)  
Mr Fitzpatrick (Year 10): [KWMF@haileyburymalta.com](mailto:KWMF@haileyburymalta.com)  
Mr Fuh (Year 9): [FBF@haileyburymalta.com](mailto:FBF@haileyburymalta.com)  
Ms Afele (Year 8): [EA@haileyburymalta.com](mailto:EA@haileyburymalta.com)  
Miss Khalid (Year 7): [AK@haileyburymalta.com](mailto:AK@haileyburymalta.com)  
Mr McLeod (Year 7): [GM@haileyburymalta.com](mailto:GM@haileyburymalta.com)  
Mr Jones (Year 6): [NJ@haileyburymalta.com](mailto:NJ@haileyburymalta.com)  
Mr Dixon (Year 5): [AD@haileyburymalta.com](mailto:AD@haileyburymalta.com)

Miss Nottage (Years 4): [AN@haileyburymalta.com](mailto:AN@haileyburymalta.com)  
Mrs Jones (Year 3): [TJ@haileyburymalta.com](mailto:TJ@haileyburymalta.com)  
Ms Kassem (Year 3): [SK@haileyburymalta.com](mailto:SK@haileyburymalta.com)  
Mrs Brennan (Year 2): [CB@haileyburymalta.com](mailto:CB@haileyburymalta.com)  
Mrs McBride (Year 1): [TM@haileyburymalta.com](mailto:TM@haileyburymalta.com)  
Ms Braumueller (Spanish): [KB@haileyburymalta.com](mailto:KB@haileyburymalta.com)  
Ms Toth (Artist in Residence): [TT@haileyburymalta.com](mailto:TT@haileyburymalta.com)  
Ms Costa (Office): [office@haileyburymalta.com](mailto:office@haileyburymalta.com)  
Accounts: [accounts@haileyburymalta.com](mailto:accounts@haileyburymalta.com)  
Coop: [info@maltacoop.com](mailto:info@maltacoop.com) or 2226 5800  
Friends of Haileybury: [PTA@haileyburymalta.com](mailto:PTA@haileyburymalta.com)

School telephone number: 7714 6676