



### **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 note that the Head@ email account receives a large volume of traffic. Unless your email is intended specifically for Mrs Salmond Smith, please do not use it for general enquiries as your email is unlikely to be seen straight away.

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

### **Absence**

Please contact 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. [office@haileyburymalta.com](mailto:office@haileyburymalta.com)

### **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) Please note that neither the school office or the senior management team have any access to, or any involvement with, the termly bills so are not usually able to help with any enquiries.

### **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. Please do not send bus vouchers or queries to individual members of staff! Any general enquiries or if your child is not taking the bus on a particular day should go through the main school office.

### **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 finishes 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: [pta@haileyburymalta.com](mailto:pta@haileyburymalta.com)

**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 Ms Roncal Riveros. Please do not send any information regarding a Safeguarding issue via the school office. Please ensure you have read and understood the Safeguarding Information for Parents document.

**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

### SMT

Mrs Louise Salmond Smith\*+ (Founding Head): [head@haileyburymalta.com](mailto:head@haileyburymalta.com)

Mr Shaun O'Keeffe\*\* (Deputy Head): [deputyhead@haileyburymalta.com](mailto:deputyhead@haileyburymalta.com)

Mrs Gemma Fitzpatrick+ (Assistant Head Pastoral and Co-Curricular): [GAF@haileyburymalta.com](mailto:GAF@haileyburymalta.com)

### Sixth Form (Years 12-13)

Mr Santiago Caeiro Lopez (Spanish) [SCL@haileyburymalta.com](mailto:SCL@haileyburymalta.com)

Mr Rudy Ceccato (Computer Science) [RC@haileyburymalta.com](mailto:RC@haileyburymalta.com)

Ms Abigail Davey (English): [ABD@haileyburymalta.com](mailto:ABD@haileyburymalta.com)

Mrs Georgina Devlin-George (Chemistry): [GDG@haileyburymalta.com](mailto:GDG@haileyburymalta.com)

Ms Ruth Drummond (Maths) [RD@haileyburymalta.com](mailto:RD@haileyburymalta.com)

Mrs Gemma Fitzpatrick+ (Sport; IBDP CAS Coordinator; DoE): [GAF@haileyburymalta.com](mailto:GAF@haileyburymalta.com)

Mr Kester Fitzpatrick+ (Physics): [KWMF@haileyburymalta.com](mailto:KWMF@haileyburymalta.com)

Mr Fuh Blaise Fuh (Geography; MUN; ESS Coordinator): [FBF@haileyburymalta.com](mailto:FBF@haileyburymalta.com)

Ms Olatz Irijalba Claramunt (Teacher Librarian): [OIC@haileyburymalta.com](mailto:OIC@haileyburymalta.com)

Ms Fabiana MacCord Pereira (Biology; ESS Coordinator): [FMP@haileyburymalta.com](mailto:FMP@haileyburymalta.com)

Ms Naila Neymatova (Year 12; Business and Economics): [NN@haileyburymalta.com](mailto:NN@haileyburymalta.com)

Mr Shaun O'Keeffe\*\* (English; ToK Coordinator): [deputyhead@haileyburymalta.com](mailto:deputyhead@haileyburymalta.com)

Ms Pamela Roncal Riveros\*\* (SENDCo): [PRR@haileyburymalta.com](mailto:PRR@haileyburymalta.com)

Ms Tessa Rankin+ (English; Universities and Careers Coordinator): [TR@haileyburymalta.com](mailto:TR@haileyburymalta.com)

Ms Joann Ranson (IBDP Coordinator): [JR@haileyburymalta.com](mailto:JR@haileyburymalta.com)

Mrs Louise Salmond Smith\*+ (IBDP Extended Essay Coordinator): [head@haileyburymalta.com](mailto:head@haileyburymalta.com)

Mr Louis Sugden (History): [LS@haileyburymalta.com](mailto:LS@haileyburymalta.com)

### Senior School (Years 7-11)

Ms Ruby Bogaard (Year 8; Art): [RB@haileyburymalta.com](mailto:RB@haileyburymalta.com)

Mr Santiago Caeiro Lopez (Year 7) [SCL@haileyburymalta.com](mailto:SCL@haileyburymalta.com)

Mr Rudy Ceccato (Year 8; Computer Science) [RC@haileyburymalta.com](mailto:RC@haileyburymalta.com)

Ms Abigail Davey (English): [ABD@haileyburymalta.com](mailto:ABD@haileyburymalta.com)

Mr Duarte Dias (Sport): [DD@haileyburymalta.com](mailto:DD@haileyburymalta.com)

Ms Ruth Drummond (Year 9; Maths): [RD@haileyburymalta.com](mailto:RD@haileyburymalta.com)

Mrs Gemma Fitzpatrick+ (Sport; DoE): [GAF@haileyburymalta.com](mailto:GAF@haileyburymalta.com)

Mr Kester Fitzpatrick+ (Physics; Chemistry): [KWMF@haileyburymalta.com](mailto:KWMF@haileyburymalta.com)

Mr Fuh Blaise Fuh (Geography; MUN): [FBF@haileyburymalta.com](mailto:FBF@haileyburymalta.com)

Ms Fabiana MacCord Pereira (Year 11; Biology): [FMP@haileyburymalta.com](mailto:FMP@haileyburymalta.com)

Mr Graham McLeod (Music) [GM@haileyburymalta.com](mailto:GM@haileyburymalta.com)

Ms Naila Neymatova (Business and Economics): [NN@haileyburymalta.com](mailto:NN@haileyburymalta.com)

Mr Shaun O'Keeffe (English): [deputyhead@haileyburymalta.com](mailto:deputyhead@haileyburymalta.com)

Ms Pamela Roncal Riveros\*\* (SENDCo and Spanish): [PRR@haileyburymalta.com](mailto:PRR@haileyburymalta.com)

Ms Tessa Rankin+ (English): [TR@haileyburymalta.com](mailto:TR@haileyburymalta.com)

Mr Louis Sugden (Year 10; History): [LS@haileyburymalta.com](mailto:LS@haileyburymalta.com)

Mrs Magdalena Teclaw (Year 7; Maths): [MT@haileyburymalta.com](mailto:MT@haileyburymalta.com)

### Prep School (Years 3-6)

Ms Katia Braumueller+ (Spanish): [KB@haileyburymalta.com](mailto:KB@haileyburymalta.com)

Mr Rudy Ceccato (Upper Prep Computer Science) [RC@haileyburymalta.com](mailto:RC@haileyburymalta.com)

Mr Duarte Dias (Sport): [DD@haileyburymalta.com](mailto:DD@haileyburymalta.com)

Mr Aidan Dixon (Year 5): [AD@haileyburymalta.com](mailto:AD@haileyburymalta.com)

Mrs Gemma Fitzpatrick+ (Sport): [GAF@haileyburymalta.com](mailto:GAF@haileyburymalta.com)

Mr Nathanael Jones+ (Year 6): [NJ@haileyburymalta.com](mailto:NJ@haileyburymalta.com)

Mrs Teresa Jones+ (Year 6): [TJ@haileyburymalta.com](mailto:TJ@haileyburymalta.com)  
Ms Shereen Kassem+ (Year 3): [SK@haileyburymalta.com](mailto:SK@haileyburymalta.com)  
Mr Graham McLeod (Music) [GM@haileyburymalta.com](mailto:GM@haileyburymalta.com)  
Mr Connor Pyper-Williams (Year 4): [CPW@haileyburymalta.com](mailto:CPW@haileyburymalta.com)  
Ms Pamela Roncal Riveros\*\* (SEND Co): [PRR@haileyburymalta.com](mailto:PRR@haileyburymalta.com)  
Ms Titanilla Toth+ (Artist in Residence): [TT@haileyburymalta.com](mailto:TT@haileyburymalta.com)

### **Pre-Prep School (Nursery-Year 2)**

Ms Katia Braumueller+ (Spanish): [KB@haileyburymalta.com](mailto:KB@haileyburymalta.com)  
Mr Duarte Dias (Sport): [DD@haileyburymalta.com](mailto:DD@haileyburymalta.com)  
Miss Alice Nottage+ (Year 1): [AN@haileyburymalta.com](mailto:AN@haileyburymalta.com)  
Mrs Tara McBride+ (Parental Leave)  
Mr Graham McLeod (Music): [GM@haileyburymalta.com](mailto:GM@haileyburymalta.com)  
Mr Marcus Pereira (Year 2): [MP@haileyburymalta.com](mailto:MP@haileyburymalta.com)  
Ms Brana Radovic+ (Reception): [BR@haileyburymalta.com](mailto:BR@haileyburymalta.com)  
Ms Pamela Roncal Riveros\*\* (SEND Co): [PRR@haileyburymalta.com](mailto:PRR@haileyburymalta.com)

### **Administrative**

Ms Mae Alfeche+ (Admissions, Marketing and SMT PA): [admissions@haileyburymalta.com](mailto:admissions@haileyburymalta.com)  
School 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  
School telephone number: 7714 6676

\*Designated Safeguarding Lead

\*\*Deputy Designated Safeguarding Lead

+Qualified First Aider