

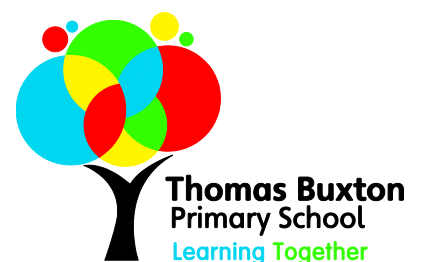


Who's Who at Thomas Buxton

And How We Can Help You

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk



January 2023



Who's who at Thomas Buxton Primary School and how we can help you

Introduction

It is not always easy to find the right person when you have a specific query. We hope this guide will signpost you to the people you need when you need them.

In order to speak to a specific member of staff, please contact the school office and your query will be forwarded to the relevant colleague.

020 7247 3816

or

admin@thomasbuxton.towerhamlets.sch.uk

If you do have a query, however small, please do not hesitate to get in touch with one of the members of staff listed here.

We are here to help you and your child get the most from Thomas Buxton Primary School.

Our School Vision




Contact details

**Thomas Buxton
Primary School**
Buxton Street
London E1 5AR




Tel: 020 7247 3816
Fax: 020 7247 3842

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NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Lorraine Flanagan	<p>Headteacher</p>	<p>Daily</p> <p>At the gate start and end of the day</p> <p>Informal and Formal Queries: Please make an appointment</p>	<ul style="list-style-type: none"> • Governance • Press and media enquiries • Queries/concerns not felt to have been fully addressed • School improvement • Strategic Vision and direction
 Claire Redpath	<p>Deputy Headteacher</p> <p>Work Experience and Volunteers</p>	<p>Daily</p> <p>At the gate start and end of the day</p> <p>Informal and Formal Queries: Please make an appointment</p>	<ul style="list-style-type: none"> • General enquiries • Standards & Attainment • Performance achievement • Queries/concerns not felt to have been fully addressed by Phase Leaders • Administrative volunteers • Class volunteers • Work Experience Students/ Placements • Achievement • Learning • Standards • Teaching Curriculum
 Amelia Chau	<p>Inclusion Lead</p> <p>Parental Engagement</p> <p>Safeguarding Lead</p> <p>Behaviour and Attendance</p>	<p>Daily</p> <p>Informally: start and end of the day.</p> <p>Formal queries: please make an appointment.</p>	<ul style="list-style-type: none"> • Manage Pathways Team • Parent Workshops • Parent Volunteering • Parent Voice • Child Protection • Pupil Welfare • Manage Pastoral Team • Attendance • Behaviour queries • Punctuality

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
  <p>Angie Lycett AWO</p>	<p>Pathways Team</p> <p>Attendance & Welfare Officer</p>	<p>Angie Lycett Daily 8:30am - 3:30pm</p> <p>Every other Tuesday 9:00am - 4:30pm</p>	<ul style="list-style-type: none"> • Reporting pupil lateness/absence • Persistent absence • Poor punctuality • Low attendance • Absence from school • Home Visits
 <p>Cheryl Wason</p>	<p>School Business Manager</p> <p>Health & Safety</p> <p>Data Protection Officer</p> <p>Marketing</p>	<p>Daily</p> <p>9:00am – 4:00pm</p>	<ul style="list-style-type: none"> • Consent withdrawal • GDPR policy, procedures and queries • Subject access requests. • Use of data • Promotion and marketing • School newsletter and other publications • School's corporate identity • Press cuttings • Useful leaflets
 <p>Ali Azad</p>	<p>Admissions</p> <p>Admission Officer</p> <p>After School Clubs</p>	<p>Daily</p> <p>9:00am – 5:00pm</p>	<ul style="list-style-type: none"> • Applications for nursery, Secondary and main school places • Personal information updates (i.e. mobile phone number, address) • Parent Communications • General enquiries • Booking • Payment

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
	Class Teachers	<p>Daily</p> <p>Informally: end of the day.</p> <p>Formal queries: please contact the school office who will arrange an appointment for you</p>	<ul style="list-style-type: none"> • Academic progress • Day-to-day information sharing/ updates • Homework • Learning styles • Pupil learning • Sharing information • Suggestions for home support
 <p>Jessica Borg</p>	Finance Officer	<p>Daily</p> <p>8:30am – 4:00pm</p>	<ul style="list-style-type: none"> • Payments • School Meals • Monitoring • Free school meals • Queries relating to charges • General enquiries • Reporting pupil lateness/ absence
 <p>Shifa Begum</p>	HR Officer	<p>Daily</p> <p>8:30am – 4:00pm</p>	<ul style="list-style-type: none"> • HR queries • General enquiries • Reporting pupil lateness/absence • Recruitment/ vacancy • Volunteers/ students placements

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 <p>Angela Lycett</p>	<p>Senior Teaching Assistants</p> <p>Pathways & Pastoral Team</p> <p>Pupils Attendance</p>		
 <p>Ayesha Choudhury</p>	<p>Medical Lead</p> <p>Parental Engagement</p>	<p>Daily</p> <p>8:30am – 3:30pm</p>	<p>Medical needs</p> <ul style="list-style-type: none"> • Health/Medical care plan. • Allergies. • Medical needs (including asthma) • Pastoral support • Parent volunteer • Bengali interpreter • General school information • Family welfare • Home visits • Parental support and advice • Queries/questions <p>Parental Engagement</p> <ul style="list-style-type: none"> • Information for parents • Coffee mornings • Parent’s events at the school • Fund raising
 <p>Patricia Felix</p>			

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 <p>Mollika Treen</p>  <p>Amelia Chau</p>	<p>SENDCo & Inclusion Lead</p>	<p>Daily</p> <p>Informally: start and end of the day.</p> <p>Formal queries: please make an appointment.</p>	<ul style="list-style-type: none"> • Accessibility • Disability and equality • Inclusion • Behavior • Safeguarding
 <p>Mollika Treen</p>	<p>Special Educational Needs and Disability (SEND)</p>	<p>Daily start and end of the day.</p> <p>Informal and Formal queries: please make an appointment</p>	<ul style="list-style-type: none"> • Additional support • EHC Plans and annual review meetings • Language Resource Provision • Learning needs • Outside agency support queries • SEND support and advice
 <p>aspire</p>	<p>Key Workers (Foundation Stage)</p>	<p>Daily</p> <p>Informally: start and end of the session.</p> <p>Formal queries: please make an appointment.</p>	<ul style="list-style-type: none"> • Academic progress • Day-to-day information sharing/ updates • Homework • Learning styles • Pupil learning • Sharing information. • Suggestions for home support

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
	<p>Amelia Chau Upper KS2 (Years 5/6)</p>		
	<p>Sophie Robertson Lower KS2 (Years 3/ 4)</p>		
	<p>Stefan Marseglis KS1 (Years 1/2)</p>	<p>Daily 8.50am - 9.10am</p>	<ul style="list-style-type: none"> • Queries/concerns not felt to have been fully addressed by class teacher/key worker • Behaviour queries
	<p>Fiona Measures Foundation Stage (Nursery/ Reception)</p>		



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