

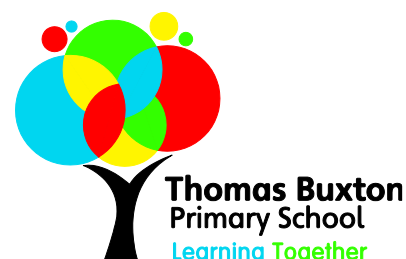


Who's Who at Thomas Buxton

And How We Can Help You

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk





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

Thomas Buxton Primary School will work with everyone to create a **happy**, **safe** and **stimulating** setting where children are motivated to **learn together**. By maintaining high expectations of ourselves and each other, our children will be equipped to encounter **opportunities** and **challenges** with **resilience** and **determination**. We encourage a **curiosity** about the world and strive to ensure that our children will contribute **positively**, now and in the future.

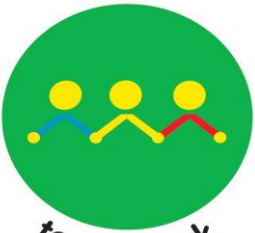
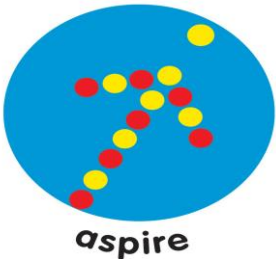
Contact details

Thomas Buxton
Primary School
Buxton Street
London E1 5AR

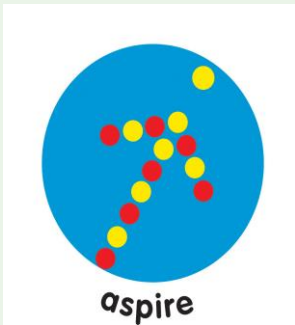
Tel: 020 7247 3816
Fax: 020 7247 3842

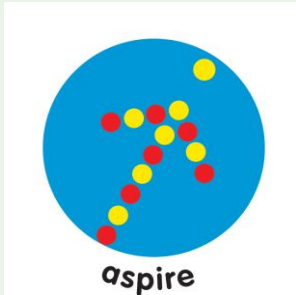
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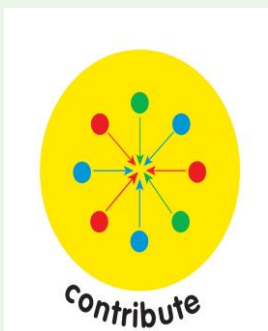
NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Lorraine Flanagan (DDSL)	Headteacher	Informally: At the gate start and end of the day Formal Queries: Please make an appointment	• Governance • Press and media enquiries • Queries/concerns not felt to have been fully addressed • School improvement • Strategic vision and direction
 Claire Redpath (DDSL)	Deputy Headteacher	Daily	• General enquiries
 Claire Redpath (DDSL)	Deputy Headteacher	By appointment	• Standards & Attainment • Performance achievement • Queries/concerns not felt to have been fully addressed by Phase Leaders

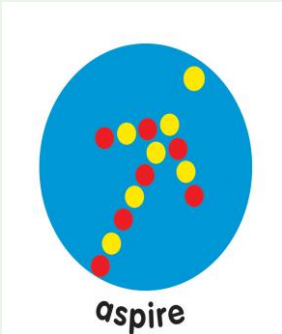
NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Claire Redpath (DDSL)	Deputy Headteacher Teaching & Learning	Daily Informally: start and end of the day. Formal queries: please make an appointment	• Achievement • Learning • Standards • Teaching Curriculum
 Amelia Chau (DSL)	Inclusion Manager Parental Engagement	Daily Informally: start and end of the day. Formal queries: please make an appointment.	• Manage Pathways Team • Parent Workshops • Parent Volunteering • Parent Voice • Accessibility • Disability and equality • Inclusion • Behavior • Safeguarding
 Amelia Chau (DSL)	Inclusion Manager Safeguarding Lead Behaviour and Attendance	Daily Informally: start and end of the day. Formal queries: please make an appointment	• Child Protection • Pupil Welfare • Manage Pastoral Team • Attendance • Behaviour queries • Punctuality • Arbor Parent App

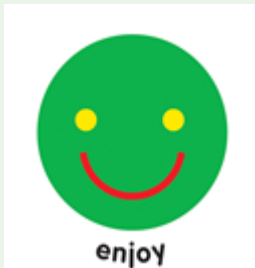
NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Emma Rogers (DDSL)	SENDCo & Inclusion Manager	Daily Informally: start and end of the day. Formal queries: please make an appointment	• Accessibility • Disability and equality • Inclusion • Behavior • Safeguarding
 Amelia Chau (DSL)			
 Emma Rogers (DDSL)	Special Educational Needs and Disability (SENDCo)	Daily Informally: start and end of the day. Formal queries: please make an appointment	• Accessibility • Disability and equality • Inclusion • Behavior • Safeguarding • Additional support • EHC Plans and annual review meetings • Language Resource Provision • Learning needs • Outside agency support queries • SEND support and advice

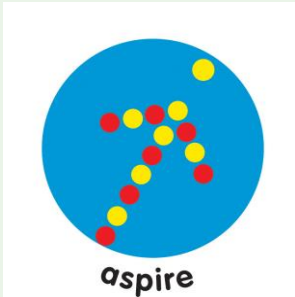
NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Oseme Boucher	School Business Manager Data Protection Lead	Daily 9:00am – 4:00pm	• Consent withdrawal • GDPR policy, procedures and queries • Subject access requests. • Use of data • Promotion and marketing • School newsletter and other publications • School's corporate identity • Press cuttings • Useful leaflets
 Jessica Borg	Finance Officer Payments and Invoices		• Payments • Monitoring • Free school meals • Payments • Trips and events • Queries relating to charges • General enquiries • Reporting pupil lateness/absence • Uniform
 Ali Azad	Data and Admissions Admission Officer After School Clubs	Daily 9:00am – 5:00pm	• Applications for nursery, Secondary and main school places • Personal information updates (i.e. mobile phone number, address) • Parent Communications • General enquiries • Uniform • School visits Booking

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Shifa Begum	HR Officer	Daily 8:00am – 4:00pm	• HR queries • Payroll Queries • Staff Trainings • Agency and Visitor checks • General enquiries • Reporting pupil lateness/absence

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Angie Lycett	Attendance & Welfare Officer	Angie Lycett Daily 8:30am - 3:30pm	• Reporting pupil lateness/absence • Persistent absence • Poor punctuality • Low attendance • Absence from school
 Ropna Alom		Ropna Every Thursday 10:30am - 2:30pm	

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Angela Lycett	Senior Teaching Assistants		Pupil Attendance & Welfare • Reporting pupil lateness/absence • Persistent absence • Poor punctuality • Low attendance • Absence from school
 Ayesha Chowdhury	Attendance and Welfare Officer	Daily 8:30am – 3:30pm	Medical needs • Health/Medical care plan. • Allergies. • Medical needs (including asthma)
 Patricia Felix	Medical Lead		• Pastoral support • Parent volunteer • General school information • Family welfare • Home visits • Parental support and advice • Queries/questions

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Sophie Robertson UKS2 Phase Leader (DDSL)	UKS2 Phase Leader (DDSL) Work Experience and Volunteers	By appointment	• Administrative volunteers • Class volunteers • Work experience students/placements

NAME	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 	Class Teachers	Daily Informally: start and end of the day. Formal queries: please make an appointment..	• Academic progress • Day-to-day information sharing/updates • Homework • Learning styles • Pupil learning • Sharing information Suggestions for home support
 	Key Workers (Foundation Stage)	Daily Informally: start and end of the session. Formal queries: please make an appointment.	• 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
 Sophie Robertson Upper KS2 (Years 5/6) (DDSL)	Phase Leaders	Daily 8.50am - 9.10am	• Queries/concerns not felt to have been fully addressed by class teacher/key worker • Behaviour queries
 Stephanie Kho Lower KS2 (Years 3/4) (DDSL)			
 John Roberts KS1 (Years 1/2) (DDSL)			
 Fiona Measures EYFS (DDSL)			



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