



SOUTH CAMBERLEY PRIMARY AND NURSERY SCHOOL

Frimley Road, Camberley, Surrey, GU15 2QB
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www.southcamberley.surrey.sch.uk

Executive Headteacher: Mrs Nicky Wright



Communication Procedure

At South Camberley we pride ourselves on our relationships with parents and families within our community. There will be times when you will need to speak to the school and we have outlined the process below if you have a concern.

If you have a query relating to the class, in the first instance please speak to the class teacher. This may be in the form of an informal conversation after school, or if you contact the school office, they can arrange for the teacher to call you back. It is our aim to respond to all written queries within three working days.

Please note that staff will not be able to respond to queries at the start of the school day, unless an appointment has been prearranged, as teachers need to set up their classes and establish learning routines at that time.

Following a conversation with the class teacher, if you require further assistance, you will be directed to the Assistant Head Teacher/Phase Leader. Formal meetings with parents, whether face to face or by telephone, will be documented by South Camberley Primary and Nursery School staff. If a resolution has still not been reached, the Head of Site will then be consulted, before the concern goes to the Executive Head Teacher, Nicky Wright.

Executive Head Teacher	Mrs Nicky Wright
Head of Site & Standards KS2	Miss Jessica Stodart
Head of Site & Standards - France Hill Drive	Mrs Maxine Kurzberg
Head of Site & Standards - James Road	Mrs Julie Brady
Head of Inclusion	Mr Jonny Franks
School Business Manager	Miss Sue Hughes
Assistant Head, Year 1 & 2 Phase Leader	Mrs Natalie Robinson
Assistant Head, Year 3 & 4 Phase Leader	Mrs Zoe Grigg
Year 5 & 6 Phase Leader	Miss Laura Eden

