



## The Year 7 Parent 'Who to Contact?' Guide

Tel: +44 (0) 1446 793301.

E-Mail: [llantwitmajorhs@valeofglamorgan.gov.uk](mailto:llantwitmajorhs@valeofglamorgan.gov.uk)

<u>Who</u>	<u>Why</u>
Main office/school reception	General queries, lost items, school transport queries
Year 7 Progress Leader: Mrs Hayley Marshallsay	Any parental query about learning, concerns about pupil welfare or wellbeing, questions about clubs Transition queries and support
MOD coordinator: Mrs Hayley Marshallsay	Ministry of defence support
Attendance Officer: Mrs Lesley Thomas	Attendance questions /information
Student Support Manager: Mrs Sharon Cox	LAC support and queries ALN (additional learning needs) support and queries
Mrs Leanne Pownall (Deputy Headteacher)	If you have a query or problem we can help with please contact Mrs Hayley Marshallsay and discuss by telephone or ask to make an appointment. If you feel that a matter has not been resolved and/or you wish to make a complaint, please call or write for the attention of Mrs Leanne Pownall (Deputy Headteacher)
ALNCO	Mrs Tracy Bennett
Safeguarding /child protection	Mrs Leanne Pownall or Mr Kevin Francis