If Headteacher (HT) is not in school

Day to day running of the school:

- Deputy Headteacher: CH
- If SS & CH are off site, it falls to JH or PK, depending who is in
- Then TW

Safeguarding – CH & TW are DDSL

Finance – If RH needs a signature or immediate decision – CH, PK or DH

Premises – This will mostly be RH anyway but she will have sole responsibility if HT out

Pupil Data – KM has responsibility usually but she will have sole responsibility if HT out

Worship - PK

Exclusion – CH, if HT is uncontactable, liaise with Roslyn Arthur - Exclusions and Reintegration Officer – office:01635 503409, mobile:0777 5546326, roslyn.arthur@westberks.gov.uk

Useful people to contact if support is needed and HT is uncontactable:

- Kate House – Headteacher The Ilsleys & Hampstead Norreys – 01635 281225, headteacher@ilsleys.w-berks.sch.uk
- Kate Parietti – School Improvement Adviser, West Berks – 07442 885508, Kate.Parietti1@westberks.gov.uk
- Katie Dickens – School Adviser, Oxford Diocesan Board of Education - mobile:07801 884402, office:01865 208238, Katie.Dickens@oxford.anglican.org
- Alison McDonald - Headteacher Kintbury St Mary's CE Primary School – 01488 658336, headteacher@kintbury.w-berks.sch.uk
- Sarah East – Headteacher Springfield Primary School - 0118 9421797, headteacher@springfieldprimary.org
- Alison Webster – Headteacher Thatcham Park CE Primary School - 01635 870950, theadteacher@thatchampark.w-berks.sch.uk
- Hilary Latimer – Headteacher Englefield CE Primary School – 01189 302337, headteacher@englefield.w-berks.sch.uk