

## Parents

### Parent Support and Advice

The PSA and school nurse are available to any parent, whatever your question or concern. Please feel free to contact them directly.

Family Workers Team  
01223 728580

School Nurse:  
The School Nursing Team – 0300 029 5050

For contact and appointment details, ask at the school office.

**Mayfield PTA** – for contact details, ask at the school office or email [pta@mayfield.cambs.sch.uk](mailto:pta@mayfield.cambs.sch.uk)

### Do you wish to make a suggestion?

You can telephone, write to or e-mail the school office giving your ideas and they will pass the idea on to the relevant person.

### Do you have a concern?

You should raise this informally with your child's teacher, the Inclusion Leader, the Team Leader or the Headteacher – further details of the appropriate route are given overleaf. Always try to make appointments to see members of staff. Usually, your worry can be sorted out at this stage.

### Do you wish to make a formal complaint?

Hopefully any queries or concerns will have been dealt with to mutual satisfaction. However, if you feel they have not, we do have a complaints procedure which is available from the school office.



## Who to contact.....



**Telephone:** 01223 712127  
**Email:** [office@mayfield.cambs.sch.uk](mailto:office@mayfield.cambs.sch.uk)  
**Website:** [mayfieldcambridge.org](http://mayfieldcambridge.org)

**Address:** Mayfield Primary School  
Warwick Road  
Cambridge  
CB4 3HN

## Administration

### School Administrators (8.15am – 4.30pm)

- Lateness, absence (absence should be notified by 10am at the latest)
- Messages for teachers or other staff
- Purchasing water bottles / book bags / pens.

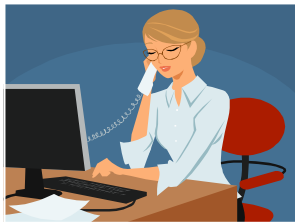
### Mrs Khan (9.15am – 11.15am)

- Dinner money

### Ms Challis

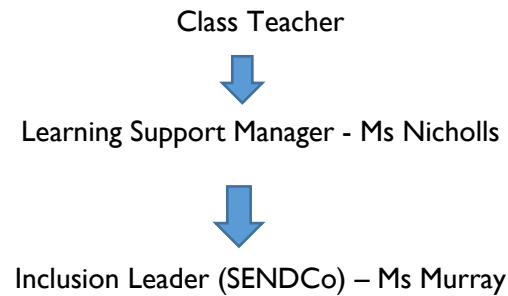
- Anything, other than dinner monies, related to finance.
- ParentPay
- Lettings
- DBS checks
- Governing Body
- Parent / Voluntary helpers

Any of the staff in the office will take messages and pass them on.

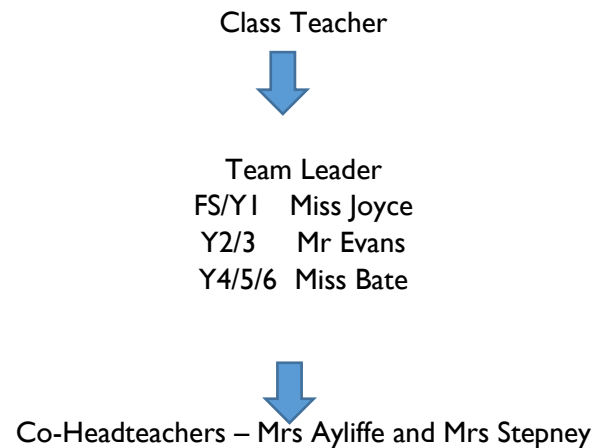


## Children

### Special Needs:



### Any concerns about your child:



Please bear in mind mornings are busy for teachers as they settle children into class and teachers are not able to see you for anything other than immediate messages. However appointments can be made with the teacher or through contacting the office. Emails sent to the office will be forwarded to teachers. .

## Curriculum

