



<http://mayfieldcambridge.org/>

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

**Headteacher**  
**Mrs S Stepney**

**September 2023**

## Office Team

**School Office – 01223 712127**  
[office@mayfield.cambs.sch.uk](mailto:office@mayfield.cambs.sch.uk)

**Ms Louise O’Gorman** – Office Admin (8.15 – 3.30)

**Miss Kate McCombe** – Office Admin (12.00 – 4.30)

**Mrs Shapla Khan** – Dinner Money Admin (9.15 – 11.15)

**Ms Kate Challis** – School Business Manager

Absence should be reported by 10am at the latest, via email or telephone.

The school office is open from 8.15 – 4.30pm Monday – Friday during term time. Emails are checked sporadically through the school holidays.

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



## Children

If you have any issues regarding **Special Needs**:

1 <sup>st</sup> contact	Class Teacher
2 <sup>nd</sup> contact	Inclusion Team Ms Nicholls and Ms Stow <a href="mailto:inclusion@mayfield.cambs.sch.uk">inclusion@mayfield.cambs.sch.uk</a>

Any other concerns about your child:

1 <sup>st</sup> contact	Class Teacher
2 <sup>nd</sup> contact	Team Leader: <ul style="list-style-type: none"> <li>• FS/Y1 - Miss Joyce</li> <li>• Y2/3 - Mr Evans</li> <li>• Y4/5/6 – Miss Bate</li> </ul>
3 <sup>rd</sup> contact	Deputy Headteacher <ul style="list-style-type: none"> <li>• Mr Atkinson</li> </ul>
4 <sup>th</sup> contact	Headteacher <ul style="list-style-type: none"> <li>• Mrs Stepney</li> </ul>

Please bear in mind teachers may not be able to meet with you at short notice. Appointments can be made with a teacher or through contacting the office. Emails sent to the office will be forwarded to teachers.

## Curriculum

If you have any concerns with the school curriculum which are not covered on the school website, contact:

1 <sup>st</sup> contact	Class Teacher
2 <sup>nd</sup> contact	Subject leader (ask office staff for details)
3 <sup>rd</sup> contact	Deputy Headteacher – Mr Atkinson
4 <sup>th</sup> contact	Headteacher - Mrs Stepney



## Parents

**Education Inclusion Advisors** offer information, confidential advice and support on any issue affecting your family life in a relaxed and confidential environment. These areas include:

- Challenging behaviour
- Routines
- Supporting emotions and wellbeing
- School transitions
- Parenting strategies
- Building resilience and confidence
- Any other family challenges you might be facing.

[Amanda.Gilbert@cambridgeshire.gov.uk](mailto:Amanda.Gilbert@cambridgeshire.gov.uk)

Tel: 07747 769964

**Children and Young People's Health Services** this includes The School Nursing Team:  
<https://www.cambscommunityservices.nhs.uk>

Tel: 0300 029 5050

### **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 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 on the school website or from the school office.



## Mayfield PTA

Our Parent Teacher Association is always happy to have new volunteer helpers. For more information email [pta@mayfield.cambs.sch.uk](mailto:pta@mayfield.cambs.sch.uk)

## Mayfield Governing Body

We are always pleased to welcome parents to join our Governing Body. If this is something you would be interested in please contact our Clerk, Louise O'Gorman on [logorman@mayfield.camb.sch.uk](mailto:logorman@mayfield.camb.sch.uk)

