



Who to talk to at Richmond...

Enquiry area		Where to go...	Where/ How
General enquiries	➔	School office ladies	Face to face Phone Email
Absence	➔	School office ladies	Face to face Phone Email
Holiday Requests	➔	School office ladies	Face to face Phone Email
Your child's learning	➔	Class Teacher	Face to face after school A message can be left with the office to contact you
further concerns re: your child	➔	Phase Leader	Face to face after school A message can be left with the office to contact you
Additional Pupil needs	➔	SENCo	Face to face on gates before / after school Phone
Lost / Missed Letters Home	➔	Website / BromCom MCAS Notifications	Online via website / MCAS app
Booking Dinners	➔	ParentMail	Online via your user account (For queries, please contact the office)
Paying for trips / Dinners / Clubs	➔	ParentMail	Online via your user account (For queries, please contact the office)

For any other general queries / enquiries, please email office@richmond.secat.co.uk