

Communication at BWA

The best for every child, every day

At Belleville Wix Academy, we aim for effective communication between home and school.

Teaching staff are available at the end of the day, in the playground, for any quick queries. Should your query require a more detailed response or you would like to arrange a meeting, it is best to make an appointment with the relevant member of staff via the school office.

We hope that the chart below will be useful in directing you towards the best person to help you with your query. It is much more effective to go to the Class Teacher first if your question relates to your child personally.

TYPE OF QUERY	MEMBER OF STAFF TO CONTACT
Safeguarding/Child Protection	Mrs Coleman in the first instance, followed by any member of the SLT. Every member of staff is responsible for safeguarding so please do share any concerns with any member of our staff.
Any issues relating to your child	Class Teacher in the first instance.
If you do not feel the issue has been resolved or you need more advice.	Stage 1 – Senior leader for the Phase – as below <ul style="list-style-type: none"> • EYFS (Nur & Rec) – Miss Williams • KS1 (YR 1 & 2) – Mrs Coleman • KS2 (Yr 3 – 6) – Miss Hawes Stage 2 – Miss Henry
Any issues relating to other children	Class Teacher or Senior leader for the Phase – above
Bilingual stream	<ol style="list-style-type: none"> 1. Class Teacher 2. Mrs Osuntokun (for pupils registered with BWA)
Inclusion/Special Educational Needs	Miss Coleman
Whole School Pupil Enquiries	Miss Henry or Miss Holt
Admissions	Miss Holt
Payments/Finance	Miss Holt
Complaints (Please refer to our Concerns and Complaints Policy on the school website)	<ul style="list-style-type: none"> • Stage 1 – Class Teacher • Stage 2 – Senior leader for the Phase – as above • Stage 3 – Miss Henry • Stage 4 – Chair of the Local Governing Board • Stage 5 – Chair of the Trustees
CONTACT DETAILS	Phone: 0207 228 3055 Email: admin@wix.wandsworth.sch.uk