

Who should I contact?

I HAVE A QUESTION ABOUT...	YOU NEED TO TALK TO ...	HOW TO MAKE CONTACT
My child's learning / class activities / lessons / homework / behaviour	Class Teacher	Send a note in with your child
Safeguarding / Child Protection	Ring School Office to request a call back from a member of the Safeguarding Team	02891472324
Payments	School Office	Telephone: 02891472324 or Email: info@ballymagee.org.uk
School Trips	Class Teacher	Send a note in with your child or permission on Gateway if option
Uniform / Lost & Found	Class Teacher	Send a note in with your child
Attendance and Absence	School Office to report your child's absence	Telephone on the 1st day 02891472324
	Reason for Absence letter to Class Teacher	Send a note in with your child upon their return
	Principal - to inform of, or request approval for, term-time absence	Email - info@ballymagee.org.uk Or send a note via the Class Teacher
Bullying	School Office	Email - info@ballymagee.org.uk FAO Designated Teacher
School Events / The School Calendar	School Office if information not on School Website	School Website www.ballymagee.org.uk
Special Educational Needs	Class Teacher or SENCO	Note to Class Teacher or Email - info@ballymagee.org.uk FAO School SENCO
HSCT or other survey/forms to be completed by school in relation to SEN	SENCO	You need to call into the School Reception with the form(s) as we will require a signature to approve disclosure of the information to a third party. You need to allow at least 2 weeks for forms to be completed.
Breakfast Club and After-School Clubs	Jamie Mulgrew	Email - mulgrew22@yahoo.co.uk
FAB (PTA)	School Office	Email - info@ballymagee.org.uk FAO FAB Committee
Board of Governors	Chair of Governors	Email - info@ballymagee.org.uk or Letter via Reception – Mr Darren Gamble, Chair of BOG (see Complaints Policy)
School Meals	School Office	Telephone: 02891472324 or Email – info@ballymagee.org.uk