Who Can Support Me?





In most cases, your child's class teacher is the first point of contact. They are usually in the best position to answer questions and deal with issues most effectively. Your class teacher and teaching assistant are there to help.



EYFS
Mrs Delic



Year 4
Ms Burgess



Year 5/6
Miss Davies



Year 1
Miss
Brookes



Year 4
Mr Scutton



Year 6
Mr Mathias



Year 2
Mrs Hope



Year 5
Mr Osborne



Office Manager
Mrs Craven



Year 3
Mrs Roach



Year 3
Ms Johnson



Office Administrator
Mrs Carapanagiotu

If a situation can’t be resolved by the class teacher or if you have wider enquiries, our Senior Lead Teachers are here to help. The following pages explain who is best placed to deal with your enquiry or problem.



Headteacher
Mr Palmen



SENCo
Miss Felmingham



Pastoral Lead
Mrs Flynn



Curriculum
and
Assessment
Miss Geraghty



Teaching and
Learning Support
Mrs McQuiston

SENCo and Acting Deputy Head

MAIN AREA OF RESPONSIBILITY

Special educational needs and SEN support



HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES

Miss Felmingham leads our provision for children with special educational needs and disabilities (SEND). She works closely with families, teachers and external professionals to help children receive the right support and make progress.

WHEN TO GET IN TOUCH

Contact Miss Felmingham if you have concerns about your child's learning needs, would like to discuss SEN support or reasonable adjustments, or have questions about an existing support plan.
afelmingham@larkfieldprimary.co.uk

WORKING ACROSS OUR SCHOOL

As Deputy Headteacher, she also supports the day-to-day leadership of the school and helps ensure that our inclusive approach is reflected across school life.

Pastoral Lead & Designated Safeguarding Lead

MAIN AREA OF RESPONSIBILITY
Mental health, wellbeing and safeguarding



HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES
Mrs Flynn leads pastoral support across the school, helping children feel safe, settled and ready to learn. She is a key point of contact when personal circumstances or emotional difficulties are affecting a child or family.

WHEN TO GET IN TOUCH
If your child or family is struggling with social, emotional or mental health needs, Mrs Flynn is the best person to contact. This may include worries, friendships, bereavement, family changes or difficulties with wellbeing.
jflynn@larkfieldprimary.co.uk

WORKING ACROSS OUR SCHOOL
As Designated Safeguarding Lead (DSL), Mrs Flynn has overall operational responsibility for coordinating safeguarding and child protection arrangements in school. Please share any safeguarding concern promptly.

Curriculum & Assessment Lead

MAIN AREA OF RESPONSIBILITY

Curriculum, reading and academic progress

HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES

Miss Geraghty oversees the ongoing development and enhancement of our school curriculum, helping to ensure that learning is engaging, ambitious and carefully sequenced. She also has a particular focus on reading across the school.



WHEN TO GET IN TOUCH

Contact Ms Geraghty for questions about the curriculum, assessment, reading provision or when wider curriculum queries would be helpful.
admin@larkfieldprimary.co.uk

WORKING ACROSS OUR SCHOOL

She works alongside teachers and school leaders to review standards, support consistent assessment and identify opportunities to strengthen teaching and learning.

Teaching, Learning & Curriculum Support Mentor

MAIN AREA OF RESPONSIBILITY

Key Stage 2 teaching and learning

HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES

Mrs McQuiston has in-depth knowledge of the Key Stage 2 curriculum and supports colleagues in developing effective teaching and learning. Her role includes mentoring staff and helping ensure pupils experience a consistent, high-quality education.



WHEN TO GET IN TOUCH

Mrs McQuiston can support queries relating to Key Stage 2 learning, classroom approaches and how children are supported to succeed academically.

WORKING ACROSS OUR SCHOOL

She works with teachers to share good practice, develop classroom provision and help address barriers to learning for individual children.

Early Years Foundation Stage (EYFS) Lead

MAIN AREA OF RESPONSIBILITY

Early years and starting school



HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES

Mrs Delic leads our Early Years team, ensuring that our youngest children receive a warm welcome, high-quality early education and a positive start to school life at Larkfield.

WHEN TO GET IN TOUCH

Contact Mrs Delic with questions about starting Reception, settling into school, early years learning, routines or your child's transition into school.
admin@larkfieldprimary.co.uk

WORKING ACROSS OUR SCHOOL

She supports the EYFS team in developing nurturing environments, strong family partnerships and purposeful opportunities for children to learn through play and exploration.

Headteacher

MAIN AREA OF RESPONSIBILITY

Whole-school leadership, development and vision



HOW THIS ROLE SUPPORTS CHILDREN AND FAMILIES

Mr Palmen has overall responsibility for the leadership and strategic direction of Larkfield Primary School. He oversees school improvement, standards, staff development and the quality of education and care offered to every child.

WHEN TO GET IN TOUCH

Contact the Headteacher for significant whole-school matters, wider school development questions or concerns that have not been resolved through the appropriate member of staff.
head@larkfieldprimary.co.uk

WORKING ACROSS OUR SCHOOL

He works with pupils, staff, families and governors to ensure the school's vision, values and ethos are reflected in daily school life, and that every child has the opportunity to thrive.