



Kingsnorth Church of England Primary School



School Contact Flowchart for Parents – September 2025

** Holidays **will not** be authorised in term time.

Absence for medical and religious reasons **only**

Headteacher – Mr Witts

headteacher@kingsnorth.kent.sch.uk

Safeguarding concerns
Requests for absence from school**
Formal Complaints
Informal complaints
Integration meetings after suspensions

Acting Deputy Head/SENDCo– Miss Moore

senco@Kingsnorth.kent.sch.uk

ALL SEND concerns
Updates on agency professionals working with your child
Support and provision in class relating to specific needs
Escalation 2 Behaviour issues, progress concerns, concerns from class
Re-integration meetings after suspensions
Safeguarding concerns

Family Liaison Officer – Mrs Rich

FLO@Kingsnorth.kent.sch.uk

Family Support
Welfare and wellbeing of pupil and families
Referrals for Early Help, School Nursing and other support agencies
Safeguarding concerns

Phase Leaders: Mrs Hunt (EYFS, Y1), Mrs Nock (Y2, Y3, Y4), Mrs Lauchlan (Y5, Y6)

Escalation 1 - all matters relating to your child in class and on the playground
Please use your child's cohort email address: e.g. Year2@kingsnorth.kent.sch.uk - FAO Mrs Nock etc

Class Teaching Team: Class Teachers and Teaching Assistants

First point of contact for **all** matters relating to your child in class and on the playground
Please use your child's cohort email address: e.g. Year2@kingsnorth.kent.sch.uk