




















WHO IS WHO AND WHO CAN HELP YOU: COVID COMPLIANCE



NAME/ EMAIL ADDRESS	ROLE/ RESPONSIBILITY	AVAILABILITY	HOW THIS PERSON CAN HELP YOU
 Mrs Vincent debbie.vincent@cyriljackson.towerhamlets.sch.uk	Admissions	Daily 8.30am - 4.00pm	<ul style="list-style-type: none"> • Applications for nursery and main school places • Breakfast Club • Personal information updates (i.e. mobile phone number, address) • General enquiries • Reporting pupil lateness/absence
 Mrs Kabat m.kabat@cyriljackson.towerhamlets.sch.uk	After School Club Manager	Daily 9.00 am - 4.00pm	<ul style="list-style-type: none"> • General enquiries • Booking clubs • Payment for clubs via Parent Pay • Reporting pupil lateness/absence
 Mr Haque shamim.haque@cyriljackson.towerhamlets.sch.uk	Attendance & Welfare Officer	Every Friday 9.00am - 12.00pm	<ul style="list-style-type: none"> • Persistent absence • Poor punctuality • Low attendance
 Miss Beckford	Behaviour and Attendance	Daily Urgent queries: Call the office Non-urgent queries: E-mail admin inbox	<ul style="list-style-type: none"> • Attendance • Behaviour queries • Punctuality • SIMS Parent app queries
	Class Teachers	Daily Urgent queries: Call the office Non-urgent queries: E-mail admin inbox	<ul style="list-style-type: none"> • Academic progress • Day-to-day information sharing/ updates • Homework • Learning styles • Pupil learning • Sharing information • Suggestions for home support

	Data Protection Officer	Daily 9.00am - 4.00pm Formal queries: admin@cyriljackson.towerhamlets.sch.uk	<ul style="list-style-type: none"> Consent withdrawal GDPR policy, procedures and queries Subject access requests. Use of data
 Miss Gimenez y.gimenez@cyriljackson.onmicrosoft.com  Miss Ward m.ward@cyriljackson.towerhamlets.sch.uk	Finance and Marketing	Daily 9.00am - 5.00pm	<ul style="list-style-type: none"> Payments Queries relating to charges General enquiries Promotion and marketing School newsletter and other publications School's corporate identity Press cuttings Useful leaflets
 Mrs Dirir head@cyriljackson.towerhamlets.sch.uk	Headteacher	Daily 9.00am - 4.00pm	<ul style="list-style-type: none"> Standards Performance achievement Queries/concerns not felt to have been fully addressed by phase leaders Viewings for prospective parents/pupils School improvement Strategic vision and direction Governance Press and media enquiries
 Mrs Begum rukeya.begum@cyriljackson.towerhamlets.sch.uk  Mrs Islam lipi.islam@cyriljackson.towerhamlets.sch.uk	Home School Liaison Workers	Daily 9.00am - 11.30am (Rukeya) 11:30am - 5:30pm (Lipi)	<ul style="list-style-type: none"> Bengali interpreter General school information Family welfare Home visits Parental support and advice Queries/questions
 Mrs Millward	HR, Work Experience and Volunteers	By appointment	<ul style="list-style-type: none"> Class volunteers HR queries Parental volunteers Work experience students/placements
	Key Workers (Foundation Stage)	Daily Urgent queries: Call the office Non-urgent queries: E-mail admin inbox	<ul style="list-style-type: none"> Academic progress. Day-to-day information sharing/ updates Homework Learning styles Pupil learning Sharing information Suggestions for home support
 Mr Ripper m.ripper@cyriljackson.towerhamlets.sch.uk	Pastoral Support Administrator	Daily 9:00am - 10:30am and 2:00 - 3:30pm	<ul style="list-style-type: none"> Child Protection Pastoral support Pupil welfare PEPs

 <p>Miss Shahnaz s.shahnaz@cyriljackson.towerhamlets.sch.uk</p>	<p>Medical Needs</p>	<p>Daily 9.00am - 4.00pm</p>	<ul style="list-style-type: none"> • Allergies • Medical needs (including asthma)
<div style="display: flex; justify-content: space-around;"> <div data-bbox="159 425 295 705">  <p>Mrs Islam Upper KS2 (Years 5/6)</p> </div> <div data-bbox="438 425 574 705">  <p>Mr Read Lower KS2 (Years 3/4)</p> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="159 772 295 1052">  <p>Mrs Stevens KS1 (Years 1/2)</p> </div> <div data-bbox="438 772 574 1052">  <p>Miss Lindsay Foundation Stage (Nursery/Reception)</p> </div> </div>	<p>Phase Leaders</p>	<p>Daily</p> <p>Urgent queries: Call the office</p> <p>Non-urgent queries: E-mail admin inbox</p>	<ul style="list-style-type: none"> • Queries/concerns not felt to have been fully addressed by class teacher/key worker • Behaviour queries
<div style="display: flex; justify-content: space-around;"> <div data-bbox="159 1120 295 1400">  <p>Mr Wiltshire mark.wiltshire@cyriljackson.towerhamlets.sch.uk</p> </div> <div data-bbox="438 1120 574 1400">  <p>Ms Qureshi m.queshi@cyriljackson.towerhamlets.sch.uk</p> </div> </div>	<p>Special Educational Needs and Disability (SEND)</p>	<p>Daily</p> <p>Urgent queries: Call the office</p> <p>Non-urgent queries: E-mail admin inbox</p>	<ul style="list-style-type: none"> • Additional support • EHC Plans and annual review meetings • Language Resource Provision • Learning needs • Outside agency support queries • SEND support and advice • Accessibility • Disability and equality • Inclusion
<div style="display: flex; justify-content: center; align-items: center;">  <p>Mrs Dover</p> </div>	<p>Assessment, IT & Music (Deputy Headteacher)</p>	<p>Daily</p> <p>Urgent queries: Call the office</p> <p>Non-urgent queries: E-mail admin inbox</p>	<ul style="list-style-type: none"> • Attainment & Progress • Learning & Outcomes • Assessment • Music curriculum
	<p>General Enquiries</p>	<p>Daily</p> <p>Urgent queries: Call the office</p> <p>Non-urgent queries: E-mail admin inbox</p>	<p>Telephone number: 020 7987 3737</p> <p>E-mail: admin@cyriljackson.towerhamlets.sch.uk</p>