

## School contact list

### Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the school office on [WCPS@wimbledonchase.merton.sch.uk](mailto:WCPS@wimbledonchase.merton.sch.uk) 020 8542 1413
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- We will forward your request on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We try to respond to all emails within the same working day.

- Office hours are between 8am and 4.30pm.

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Safeguarding <a href="https://www.wimbledonchaseschool.co.uk/key-information/safeguarding/">https://www.wimbledonchaseschool.co.uk/key-information/safeguarding/</a>	Contact the Parent Support Advisor or the office and ask for a member of the Safeguarding Team.  <a href="mailto:parentsupportadvisor@wimbledonchase.merton.sch.uk">parentsupportadvisor@wimbledonchase.merton.sch.uk</a> <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a>
My child's learning/class activities/lessons/homework/ wellbeing	Your child's 1) Class teacher 2) Phase Leader 3) Mrs Dotchin (Parent Support Advisor).  Through the school office or by contacting the Parent Support Advisor directly.  <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a> <a href="mailto:parentsupportadvisor@wimbledonchase.merton.sch.uk">parentsupportadvisor@wimbledonchase.merton.sch.uk</a>
Payments	School office <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a>
School trips	School office <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a>
Uniform/lost and found	1) Class teacher 2) School office <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a>

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Attendance and absence requests	<p>If you need to report your child's absence - via the School Parent App or the absence email <a href="mailto:absence@wimbledonchase.merton.sch.uk">absence@wimbledonchase.merton.sch.uk</a></p> <p>If you want to request approval for term-time absence - via the School Parent App or via the website <a href="https://www.wimbledonchaseschool.co.uk/parent-information/attendance/">https://www.wimbledonchaseschool.co.uk/parent-information/attendance/</a></p>
Bullying and behaviour	<p>Your child's</p> <ol style="list-style-type: none"> <li>1) Class teacher</li> <li>2) Phase Leader</li> <li>3) Deputy Head</li> <li>4) Headteacher</li> </ol> <p>via the office</p> <p><a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a></p>
School events	<p>The calendar on the Parent App.</p> <p>The Dates section on the school website.</p> <p><a href="https://www.wimbledonchaseschool.co.uk/news-events/dates/">https://www.wimbledonchaseschool.co.uk/news-events/dates/</a></p> <p>School office</p> <p><a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a></p>
Special educational needs (SEND)	<p>Inclusion Lead via the office</p> <p><a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a></p> <p>Confidential enquiries can be handed into the office or emailed to the Parent Support Advisor to be forwarded to the Inclusion Lead.</p> <p><a href="mailto:parentsupportadvisor@wimbledonchase.merton.sch.uk">parentsupportadvisor@wimbledonchase.merton.sch.uk</a></p>
Before and after-school clubs	<p>School office</p> <p><a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a></p>
Hiring the school premises	<p>School office for the attention of the School Business Manager</p> <p><a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a></p>
Friends	<p><a href="mailto:fowccharity@gmail.com">fowccharity@gmail.com</a></p>

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Governing Body	Chair of Governors <a href="mailto:chair@wimbledonchase.merton.sch.uk">chair@wimbledonchase.merton.sch.uk</a>
Catering/meals	School office <a href="mailto:WCPS@wimbledonchase.merton.sch.uk">WCPS@wimbledonchase.merton.sch.uk</a>

### Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy which can be found on the [school website](#).