

## KEY AREAS

- Child Protection
- Your Child's Learning & Progress
- School Events and Activities
- Finance and Business Matters
- Commendations & Complaints

Our school website has our calendar of events and lots of information about our school and further sources of information. Please take a look -

[www.stlukes.herts.sch.uk](http://www.stlukes.herts.sch.uk)



## WAYS WE KEEP IN TOUCH

- School's website
- Events calendar on website
- Contact with the class teacher
- Weekly newsletter
- Letters home
- Texts from the office
- Home-School Diary
- EHCP Reviews
- Tutorial Days
- Parents' Evenings
- Friday Assemblies
- Dojo (from September 2018)

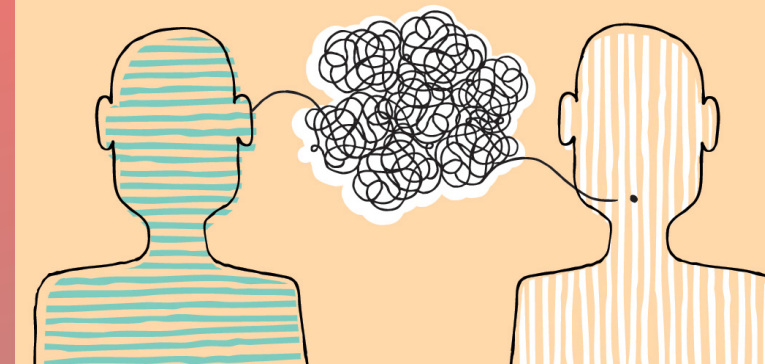
Please make sure you let us know when you change telephone numbers or email addresses as well as those we hold in case of emergency.



## REACH US

[www.stlukes.herts.sch.uk](http://www.stlukes.herts.sch.uk)

**01582 626727**



We want you to be informed and, easily find out who to contact about different aspects of your child's education.

## KEEPING IN TOUCH



**St Luke's School**  
Special Educational Needs  
Proudly Different.

## CHILD PROTECTION\*

**Mrs Kasia Fejcher-Akhtar** DSL  
Head of Safeguarding, 3 Schools

**Mr Jamie Cable** DSL  
Head of School, St Luke's

**Mr Josh Pollard** DSL  
Pastoral Lead, St Luke's

**Mr Stephen Houtt-Allen**  
Dep DSL  
Executive Headteacher

Child  
Protection  
Emergencies  
Contact the  
Police.

## YOUR CHILD'S LEARNING & PROGRESS

In the first instance, it is usually best to contact your child's class teacher, though alternatively, the following people may be able to help you with any enquiries:

**Miss Steph Redhead**  
Lower School Lead Teacher, St Luke's

**Miss Hayley Lampard**  
Middle School Lead Teacher, St Luke's

**Mrs Lyn Epps**  
Upper School Lead Teacher, St Luke's

**Ms Helen O'Sullivan**  
Exams Officer, St Luke's

**Mrs Jacqui Roper**  
Work Experience & Transitions, St Luke's

**Mr Jamie Caple**  
Head of School, St Luke's

**Mr Stephen Houtt-Allen**  
Executive Headteacher

## FINANCE & BUSINESS MATTERS

**Mrs Manda Sides**  
Head of Operations, 3 Schools  
[manda.sides@stlukes.herts.sch.uk](mailto:manda.sides@stlukes.herts.sch.uk)

**Mrs Sarah Lowther**  
Bursar, St Luke's  
[bursar@stlukes.herts.sch.uk](mailto:bursar@stlukes.herts.sch.uk)

**Mrs Donna Able**  
Administrator, St Luke's

**Mrs Caroline Oriel**  
Reception, St Luke's  
[admin@stlukes.herts.sch.uk](mailto:admin@stlukes.herts.sch.uk)

**Mr Trevor Hall**  
Premises Manager, St Luke's

## COMMENDATIONS & COMPLAINTS

Usually, your child's class teacher can assist you with issues, though should you have a formal complaint or wish to commend a member of our team, please either contact Mr Jamie Caple or Mr Stephen Houtt-Allen, who will support you.

Further information can be found on our school website:  
[www.stlukes.herts.sch.uk](http://www.stlukes.herts.sch.uk)

## ENGAGEMENT & FUNDRAISING

**Mrs Gillian Lawton**  
Head of Engagement & Fundraising  
[gillian.lawton@collett.herts.sch.uk](mailto:gillian.lawton@collett.herts.sch.uk)

**Mr Harry Crawford**  
Communications Officer, 3 Schools  
[harry.crawford@collett.herts.sch.uk](mailto:harry.crawford@collett.herts.sch.uk)

