

# Sawley Junior School



## Where do I go? A guide to help you choose the right point of contact.

### Website & Class Dojo

#### Information About:

- School Calendar
- Term Dates
- Assembly Dates
- Upcoming Events
- Class Pages
- School Policies
- Safeguarding
- School News
- Governors
- Friends of Sawley
- ONE Academy Trust

[www.sawleyjunior.co.uk](http://www.sawleyjunior.co.uk)

Connect to:  
**Class Dojo**

For class information and messages.

### School Office

#### Information About:

- Changes in Contact Details
- Admissions
- Appointments
- School Meals
- Leave of Absence
- Medical Concerns
- School Payments
- Trips & Visits

**Miss A Sharp**  
School Business Manager

**Mrs Y Morrison**  
Admin Assistant

[office@sawley-jun.derbyshire.sch.uk](mailto:office@sawley-jun.derbyshire.sch.uk)

### Class Teacher Phase Leaders

#### Information About:

- Attainment & Progress
- Curriculum
- Homework
- Friendships
- Behaviour
- Family Concerns & Changes

**Class teachers are always your first port of call for these queries.**

**Class teachers** are available after school for appointments or you can contact them via ClassDojo.

To make an appointment, speak to the school office.

### SENCo

For questions or concerns about Special Educational Needs or Disabilities (SEN/D).

Mrs Joyce is an experienced teacher and has been at Sawley for several years now.

She will offer further support and advice to class teachers.

You may also contact her directly.

**Mrs E Joyce is the school SENCo.**

To make an appointment – speak to the school office or email.

[ejoyce@sawley-jun.derbyshire.sch.uk](mailto:ejoyce@sawley-jun.derbyshire.sch.uk)

### Senior Leaders

Speak directly to the SLT for:

- Safeguarding or Child Protection Concerns
- Family Legal Matters
- Staff Conduct
- Parental Conduct
- Incidents outside school

**Mrs A Burton**  
Headteacher

**Mrs N Sisson**  
Head of School

**Miss C White**  
Senior Leader

**Y3/4 Phase Leader**  
Mrs Manning

**Y5/6 Phase Leader**  
Mr Tye

To make an appointment, speak to the school office.