

Nature of Communication	Who Should I Contact?	Contact Details
<b>PRIMARY</b>		
Practical or administrative information, including school trips (if not available on the School website or weekly bulletin)	Primary Office	<a href="mailto:primaryoffice@chichesterfreeschool.org.uk">primaryoffice@chichesterfreeschool.org.uk</a>
Primary pastoral/behaviour concern or query	Class Teacher <i>who will liaise with the Key Stage Lead if appropriate</i>	Various – please see ‘Staff’ page in ‘Our School’ section of website
Primary academic concern or query	Class Teacher <i>who will liaise with the Key Stage Lead if appropriate</i>	Various – please see ‘Staff’ page in ‘Our School’ section of website
Special Education Needs	Primary Inclusion Lead	<a href="mailto:jpowell@chichesterfreeschool.org.uk">jpowell@chichesterfreeschool.org.uk</a>
<b>SECONDARY &amp; SIXTH FORM</b>		
Practical or administrative information, including school trips and iPads (if not available on the School website or weekly bulletin)	School Office	<a href="mailto:office@chichesterfreeschool.org.uk">office@chichesterfreeschool.org.uk</a>
Pastoral/behaviour concern or query	Tutor <i>who will liaise with subject teachers, Head of Year or member of SLT if appropriate</i>	Various – please see ‘Staff’ page in ‘Our School’ section of website
Academic concern or query, across various subjects	Tutor <i>who will liaise with subject teachers, Head of Year or member of SLT if appropriate</i>	Various – please see ‘Staff’ page in ‘Our School’ section of website
Academic concern, in one particular subject	Head of Department or Subject Lead <i>who will liaise with subject teacher or member of SLT if appropriate</i>	Various – please see ‘Staff’ page in ‘Our School’ section of website
Special Education Needs	AHT: Secondary Inclusion	<a href="mailto:chalton@chichesterfreeschool.org.uk">chalton@chichesterfreeschool.org.uk</a>
<b>ALL THROUGH</b>		
Attendance request or notification	Attendance Officer	<a href="mailto:absence@chichesterfreeschool.org.uk">absence@chichesterfreeschool.org.uk</a> or via School Website
Serious matter for the attention of the Principal or Head of Primary	Principal’s PA	<a href="mailto:PAPrincipal@chichesterfreeschool.org.uk">PAPrincipal@chichesterfreeschool.org.uk</a>