



Who to talk to at Richmond...

| Enquiry area | | Lead | Where/ How |
|------------------|---|---------------------------------|----------------------|
| General | ➔ | Line Manager | Face to Face / Email |
| Safeguarding | ➔ | Miss Money Penny | Face to Face |
| GDPR | ➔ | Mr Mattingly | Face to Face |
| SEND | ➔ | Miss McClean | Face to Face |
| Curriculum | ➔ | Mr Young | Email |
| Behaviour | ➔ | Mr Mattingly / Learning Mentors | Face to Face |
| CPD | ➔ | Line Manager | Face to Face |
| Pupil Attendance | ➔ | Mrs Richardson / Mrs Mattingly | Office |
| Pupil Absences | ➔ | Mrs Richardson / Mrs Mattingly | Office |
| Letters Home | ➔ | Mrs Richardson / Mrs Mattingly | Office |
| Staff Absences | ➔ | Miss Waites | Office |
| Estates / Site | ➔ | Mr Williams | Email |
| ICT | ➔ | SECAT Helpdesk | Email |
| App | ➔ | Phase Leaders | Face to Face / Email |
| Website | ➔ | SLT | Face to Face / Email |
| Personnel | ➔ | Miss Waites | Office |
| Staff Pay | ➔ | Miss Waites | Office |
| Staff Induction | ➔ | Mrs Richardson / Mrs Mattingly | Office |
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For any general queries / enquiries, please email office@richmond.secat.co.uk