



Timbercroft Primary School
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Executive Headteacher: Miss Mollett
Acting Head of School: Mrs Julie Bailey
Deputy Headteacher: Mrs Ramzan
www.timbercroftschoo.org.uk
@timbercrofts

Dear Parents and Carers,

At Timbercroft, we are always looking for ways to strengthen our communication with families. To support this, we will now be sharing with you the email addresses of all staff so that you know who to contact if you need support or have a question.

Below you will find the contact details for our members of staff:

Name	Role	Email
Mrs Julie Bailey	Acting Head of School Designated Safeguarding Lead	jbailey118.203@tpsmat.org
Mrs Fozia Ramzan	Deputy Headteacher	f.ramzan@tpsmat.org
Miss Kaitlyn Brown	Assistant Headteacher 4B Class Teacher	kbrown220.203@tpsmat.org
Mrs Amie Zanelli	Assistant Headteacher Year 6 Class Teacher	agoodwin15.203@tpsmat.org
Ms Raniha Vibakhar	Nursery Teacher	r.vibakhar@tpsmat.org
Miss Megan Griffiths - Hawks	Reception Teacher	mghawks@timbercroft-maritime.org
Mrs Melanie Edwards	Reception Teacher	mgreenstock@timbercroft-maritime.org
Mrs Jenny Shaddick	Reception Teacher	jpotter@timbercroft-maritime.org
Mrs Leigh Joyce	Year 1 Teacher	ljoyce@tpsmat.org
Ms Siobhan Duvigneau	2A Class Teacher	s.duvigneau@tpsmat.org
Miss Busuyi Adeoba	2B Class Teacher	b.adeoba@tpsmat.org



Miss Leanne Wand	Year 3 Teacher	lwand3.203@tpsmat.org
Miss Lauren Gorham	4A Class Teacher	l.gorham@tpsmat.org
Miss Ruby Connolly	Year 5 Class Teacher	r.connolly@tpsmat.org
Mr Barry McGee	Year 5/6 Teacher	bmcgee@tpsmat.org
Mrs Claire Leos	SENCo	cpooley5.203@tpsmat.org
Mrs Rebecca Rogers	SENCo	rkeehne1.203@tpsmat.org

Please note the following when deciding who to contact:

- If your concern is about your child's day-to-day learning or wellbeing, your **first point of contact should always be the class teacher.**
- If you would like to raise a complaint, please direct this to the **Senior Leadership Team**
- Our staff are committed to supporting children and families, but please remember that they are often teaching or working directly with pupils during the school day. We would like to ask that you avoid sending multiple follow-up emails.

In terms of response times:

- For quick enquiries, we encourage you to speak to staff during drop off and pick up time. Staff will aim to respond within 72 hours.
- For longer, more detailed enquiries, staff will aim to respond to you within a school week
- For complaints, a response may take up to 10 school days as per the school's complaint policy, as these usually require a more thorough investigation before we can provide a detailed reply.

If you would like to send your email to the general school account which is info@tpsmat.org, the relevant person will still receive it but it will take longer as the general account is receiving a great influx of emails every day.

We greatly appreciate your support in helping us keep communication clear and manageable, while ensuring that every message is given the attention it deserves.

Thank you for working in partnership with us to ensure the best outcomes for your children.

Kind regards,
Mrs Julie Bailey

Acting Head of School

