

GENERAL RULE:
The first point of reference should always be the class teacher

In the event that an enquiry/idea/issue needs to be taken further, then the following shall apply:

AREA	REFER TO
Timetable / schedule Behaviour Safety & Repairs Policies /Procedures	Janet Harwood Deputy Head of Administration and Pastoral Care j.harwood@uwcmaastricht.com
Admissions Teaching Curriculum content School trips	Nicola Cooper Deputy Head of Academics n.cooper@uwcmaastricht.com
Any confidential issues	Catherine Copeland Head of Primary c.copeland@uwcmaastricht.com
Any site issues (or any issues not solved by any other route)	Geoff Fisher Head of UWCM head@uwcmaastricht.com
Tuition fees / invoices Leaving school	Gonnie Crawford Financial Bursar g.crawford@uwcmaastricht.com
PD clubs	Anya Peeters PD Clubs Coordinator a.peeters@uwcmaastricht.com
SEN, ESL, DAL, H&W, Music, ICT etc	Specialist Teachers (see next sheet)
Social & emotional, personal or family matters	Dorine Lemmens School Counsellor dorine.lemmens@uwcmaastricht.com
Discussing, contributing to, and advising on such areas as: Policies, procedures, finances, budgets, staffing, school development, etc	The Division Council Primary School (MR) - current parent members: Golnar Motaharipour, Angelique Paulussen, Andre Berger

PSG (Parent Support Group) – arranges social events, welcome programme, coffee mornings etc

Class Reps – point parents to the right person to deal with an enquiry, pass on class-related information, arrange parent volunteers for class activities, pass on information from PSG

Parents and class reps can request in writing that issues are placed on the agenda of the Division Council (MR), but all other routes should be explored first.

Any issues not covered by the above can be addressed by appointment with Head of Primary or Head of UWCM.

Specialist Teachers

DAL	Maddy Koekelkoren	m.koekelkoren@uwcmaastricht.com
ESL	Janine Peters	j.peters@uwcmaastricht.com
H&W, House Leagues	Carla Robinson	c.robinson@uwcmaastricht.com
ICT	Peter Wijnker	p.wijnker@uwcmaastricht.com
IPC	Suzanne Spedding	s.spedding@uwcmaastricht.com
Language (JK – Y3)	Pamela Kajero	p.kajero@uwcmaastricht.com
Language (Y4 – 6)	Nicola Cooper	n.cooper@uwcmaastricht.com
Mad Science	Joey In 't Panhuis	j.panhuis@uwcmaastricht.com
Math	Lily-Ann Coughlan	l.coughlan@uwcmaastricht.com
Music	yet to be appointed for 2010-11	
SEN	Alison Smeets	a.smeets@uwcmaastricht.com
Library	Sharon McMahon (parent)	