

**Primary School**

**COMMUNICATION TREE**

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

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

<b>AREA</b>	<b>REFER TO</b>
Timetable / schedule Behaviour Safety & Repairs Policies/Procedures	Janet Harwood Deputy Head of Administration and Pastoral Care <a href="mailto:j.harwood@uwcmaastricht.com">j.harwood@uwcmaastricht.com</a>
Admissions Teaching Curriculum content School trips	Nicola Cooper Deputy Head of Academics <a href="mailto:n.cooper@uwcmaastricht.com">n.cooper@uwcmaastricht.com</a>
Any confidential issues	Catherine Copeland Head of Primary <a href="mailto:primaryprincipal@uwcmaastricht.com">primaryprincipal@uwcmaastricht.com</a>
Any site issues (or any issues not solved by any other route)	Geoff Fischer Head of UWCM <a href="mailto:head@uwcmaastricht.com">head@uwcmaastricht.com</a>
Tuition fees / invoices Leaving school	Gonnie Crawford Financial Bursar <a href="mailto:g.crawford@uwcmaastricht.com">g.crawford@uwcmaastricht.com</a>
PD clubs	Anya Peeters PD Clubs Coordinator <a href="mailto:a.peeters@uwcmaastricht.com">a.peeters@uwcmaastricht.com</a>
SEN, ESL, DAL, H&W, Music, ICT	Specialist Teachers(see next sheet)
Social & emotional, personal or family matters	Dorine Lemmens School Counsellor <a href="mailto:dorine.lemmens@uwcmaastricht.com">dorine.lemmens@uwcmaastricht.com</a>
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

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