

Support at LVC: Your guide for who to contact to support your child at Linton Village College



Reception

01223 891233
reception@lvc.org

General enquiries
Messages for staff

School reception directs calls and messages to relevant staff. The Office team will address general enquiries and share home-school messages during the school day.

Henry Morris Centre SENCO

agarner@lintonvc.org

Special educational needs

Year Hub

Reporting student absence Contacting pastoral staff
attendance@lintonvc.org dbamford@lintonvc.org

The Year Hub is the base for pastoral colleagues at LVC including our Pastoral Officer, Attendance Officer, Inclusion Officers, Safeguarding Officer and Heads of Year. Referrals to internal and external support and pastoral interventions are co-ordinated by the Hub.

Form Tutor

General questions and concerns. Sharing information about your child.

Form Tutors are the first point of contact for your child. They oversee their progress and welfare at LVC and meet tutees each morning for tutor time.

Email addresses are on the contact section of website

Subject Teacher/Head of Department

Subject-specific questions or concerns.

Subject Teachers are best placed to address queries about your child's learning or progress. If you have a concern about teaching you should contact the **Head of Department**.

Email addresses are on the contact section of website

Head of Year

Global progress issues or pastoral matters.

Heads of Year monitor the welfare and progress of students in their house. They manage behaviour and co-ordinate pastoral support and interventions.

Email addresses are on the contact section of website

Senior Leadership Team

Serious matters/unresolved concerns.

Members of the Senior Leadership Team get involved with significant or unresolved pastoral or curriculum matters relating to their areas of responsibility.

Contact Principal's PA:
Isanford@lintonvc.org

Safeguarding Team

thinkpink@lintonvc.org

Mrs Keen is our Designated Safeguarding Lead. She leads a team of trained safeguarding professionals. The team investigate and respond to safeguarding concerns. They work closely with families and outside agencies to ensure the safety and well-being of members of our College community.

Mental Health Support

helloyellow@lintonvc.org

Mrs Hill is our Wellbeing Mentor. She is trained as a mental health first aider and triages wellbeing support including access to Tier 2 mental health intervention and referrals for external counselling delivered by Centre 33. Mrs Hill works closely alongside Mrs Keen (Strategic Mental Health Lead) as a member of the safeguarding team and also runs the Wellbeing Hub to promote positive mental health across the College community.

Our [Communications Policy](#) can be found on the College website. Please note that you should expect to receive a response from the College within two school days. If a matter requires further investigation a holding response may be used while more information is gathered. We expect all communications between home and College to be respectful and polite to foster a productive and positive partnership.