

## **12. CONTACT**

### **Contact Information**

**Sir Henry Floyd Grammar School  
Oxford Road  
Aylesbury  
Buckinghamshire  
HP21 8PE**

**Telephone: 01296 424781**

**Fax: 01296 424783**

**E-mail: office@sirhenryfloyd.co.uk**

### **Attendance & Absence:**

**Years 7-11: absence@sirhenryfloyd.co.uk**

**Years 12-13: sixthformabsence@sirhenryfloyd.co.uk**

### **Personal Details amendments (both students and parents):**

**cboyce@shfgs.co.uk**

Please also refer to the Change of Contact Details paragraph below

**Reception: jwilloughby@shfgs.co.uk**

**jmorey@shfgs.co.uk**

**Website: www.sirhenryfloyd.bucks.sch.uk**

## Change of Contact Details

**It is extremely important that we maintain accurate records for each student at the school.** This ensures that information can be sent to parents/carers, issues followed up and in cases of emergency, contact made immediately.

Please notify promptly by email or in writing to [cboyce@shfgs.co.uk](mailto:cboyce@shfgs.co.uk) in the event of any change of name, address, email address, home telephone number, mobile telephone number or emergency contact number.

## Contacting the School

If you have any concerns when your child is at school please contact the relevant member of staff.

Please see the staff list in this pack or on the school's website.

Subject specific issues:

- Your child's teacher or the relevant Faculty/Subject Leader  
- *please see the staff list in this pack or on the school's website.*

Pastoral matters

- Your child's Tutor or Head of Year

If your concerns or queries are not resolved to your satisfaction, a Deputy Headteacher is responsible for specific sections of the school as follows:

- Years 7-11 - Ms. J. Cochrane (Deputy Headteacher)
- Year 12-13 - Dr. R. Footitt (Deputy Headteacher)

## Commendations & Complaints

If you should have occasion to either commend or complain about the conduct of a member of staff then please contact the Headteacher directly.

A formal complaints procedure can be followed should this be necessary, and information relating to this is outlined in the Commendations & Complaints Policy, a copy of which is available to view on the school's website.