



Aim High



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Work Together



OAK TREE
SCHOOL

SLT Responsibilities at Oak Tree School

Abi Davis - Headteacher
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Cassia Minette

DHT/SENCo

- + Safeguarding
- + CPOMS
- + Annual Reviews
- + Sensory integration support
- + NPQ mentor
- + Oversight of admissions / transitions

Gregg Berry

AHT (Pastoral)

- + Behaviour and pupil support
- + Trips and community visits
- + Risk Assessments/ behaviour paperwork
- + Leading on Behaviour Intervention meetings
- + Leading therapies and further therapeutic support
- + Designated teacher for primary Looked After Children/ Post Looked After Children (LAC/ PLAC)

Emma Starling

AHT (T&L)

- + Curriculum and planning
- + Earwig/ assessment
- + Teaching and Learning support
- + Secondary Assemblies
- + CPD lead
- + Designated Teacher for Primary Looked After Children/ Post Looked After Children (LAC/ PLAC)
- + Secondary ECT Mentor
- + Pupil Premium Lead



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Key staff/ Therapy team

Kim Wong	Lower School Phase Leader (Years 1-4)/Primary Personal Development/ PSHE	K.Wong@maidenerleghtrust.org
Sophie Dalicco-George	Middle School Phase Leader (Years 5-8)/ICT Lead	S.Dalicco-George@maidenerleghtrust.org
Beccy Root	Upper School Phase Lead (Years 9-11)/Secondary Personal Development	R.Root@maidenerleghtrust.org
Saania Hussain	Behaviour Lead	S.Hussain@maidenerleghtrust.org
Georgia Leigh	Secondary English/Oracy	G.Leigh@maidenerleghtrust.org
Ryan Ginn	Secondary Science	R.Ginn@maidenerleghtrust.org
Rachel Taylor	Reading/ Read Write Inc	R.Taylor@maidenerleghtrust.org
Miklos Szabadvari	Whole School Maths Lead	M.Szabadvari@maidenerleghtrust.org
Joanna Hassan	Family Support Worker	J.Hassan@maidenerleghtrust.org
Barbara Sonoiki	SEN admin	B.Sonoiki@maidenerleghtrust.org



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Oak Tree Senior Leadership Team

Abi Davis

Headteacher



Cassia Minette

Deputy Headteacher



Emma Starling

Assistant Headteacher T&L



Gregg Berry

Assistant Headteacher Pastoral





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Middle Leaders

Kim Wong
Lower Phase Lead



Sophie George
Middle Phase Lead



Beccy Root
Upper Phase Lead





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Primary Class Teachers



Gail –
Pine Teacher



Kim – Cherry
Teacher



Sarah Elm -
Teacher



Amy – Maple
Teacher



Alfie – Birch
Teacher



Hannah – Cedar
Teacher



Stacey – Holly
Teacher



Habiba – Rowan
Teacher



Danni – Palm
Teacher



Saania – Beech
Teacher



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Secondary Class Teachers



Rachel – 7T Teacher



Sarah - 7V Teacher



Kylie – 7F
Teacher



Katie – 8S
Teacher



Mikols–
9S Teacher



Georgia - 9L
Teacher



Beccy – 9R
Teacher



Sophie – 9D
Teacher



Matt – Landbased
Teacher



Ryan – Science
Teacher



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Admin Team

Lisa Thompson
Office Manager/PA to
Headteacher



Alia Begum
Receptionist



Barbara Sonoiki
SEND Administrator



Suzanne Holmes
Admissions/Transitions Officer





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Therapy Team

Maddie Winspur
Speech and Language
Therapist



Sophie Bartholomew
Speech and Language
Therapist Assistant



Lucy White
Occupational Therapist



Lucinda Williams
Occupational Therapist





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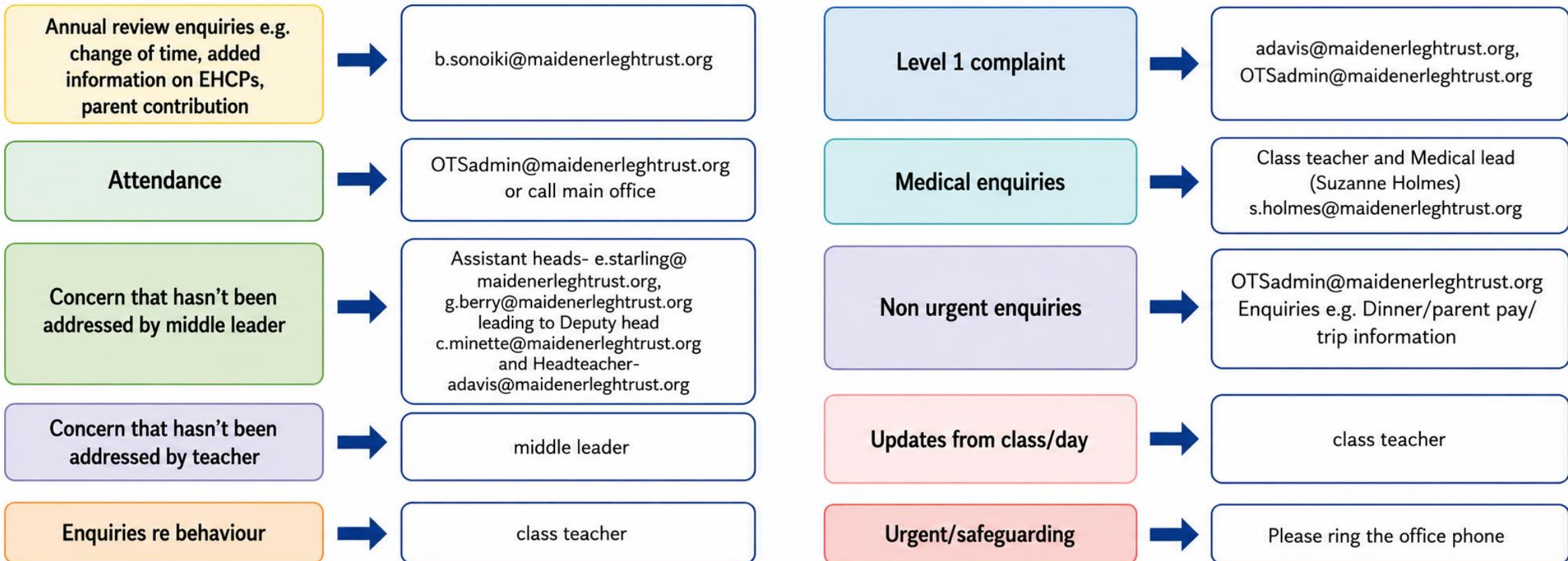


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Who to contact?





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Contact Details & Response Times

- If you have a query, please email OTS@maidenerleghtrust.org in the first instance. Please clearly state who you wish to contact and the nature of your enquiry in the subject line. This will then be forwarded to the relevant member of the Senior Leadership Team.
- We will aim to respond to your query within 72 hours.



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Who to contact and what for

Non Urgent – Admin Team



Attendance



Parent Pay



Appointments

Urgent – Admin Team



Change to drop off/pick up



Forgotten lunches



Family emergency

Non Urgent – Teachers



Trips



Updates on the day



Forgotten/lost uniform

Urgent – Teachers



Injuries



Behaviours



Updates from home