

Contact Us

In a large primary school, it can sometimes be difficult to know the relevant person to contact. The table below summarises key contacts for the school.

For any other queries or if you are unsure who to contact, please call the school office on 01442 822056 (office hours: 8:30am – 4pm) or email admin@groveroad.herts.sch.uk

Query	Relevant person	Contact details
School policies	School website	www.groveroad.herts.sch.uk
Dates and events	School website	As above
Letters to parents	School website	As above
Quick queries or messages at morning drop-off	Member of year group team will take and forward message	Cloakroom door or school office
Discussion with class teacher (learning, progress and general day to day routines)	Teachers will do their best to be available at end of day. <i>(Tuesday is staff meeting day)</i>	School office (as above) Please contact the school office to book an appointment or for a member of staff to call back.
Senior Leaders	Katie Collins (EYFS) Freya McAteer (KS1) Chloe Lea (KS2) Debbie Lamb (Inclusion & Pupil Premium) Mandy Lyons (School Business Manager)	School office (as above)
Assistant Head	Katie Reeve	School office (as above)
Headteacher	Sharon Sanderson	School office (as above)
Special educational needs	Ria Gordon or Gemma Sainsbury	School office (as above)
Nursery Admissions Or School Gateway Payments	Sharon Wheeler	School office (as above)
All other queries	School office: Sara Cunningham Fiona Ullman	01442 822056 (8:30am – 4pm) or admin@groveroad.herts.sch.uk

If in doubt please just call the office and the team will be happy to direct your call to the most appropriate person.