



Harlow Inspirational Learning Trust (HILT)

Correspondence address for the Trust

The Henry Moore Primary School, Kiln Lane, Harlow, CM17 9LW

Telephone: 01279 427465

Email: admin@henrymoore.essex.sch.uk

Finance Email: finance@henrymoore.essex.sch.uk

Executive Head Teacher: Michael Doughty

The Henry Moore Primary School Taking up Issues with The School

Facebook/Social Media

If you have an issue relating to the school, please raise it with us.

Putting things on Facebook/Social Media does not help any situation.

Taking up Issues with the School

Normal procedure for taking up issues regarding your child with the school, or with queries is:

1. In the first instance via the class teacher. It is expected that virtually all matters will be dealt with at this level
 - Make an appointment via the school office. Office staff will take brief details and someone will get back to you either to discuss the issue on the telephone or to make a mutually convenient appointment time.
 - Do not 'catch' the teacher at the classroom door for a conversation either before or after school-it is not appropriate for many reasons.
 - Please do not expect an immediate response-e.g. same day. The school often needs to make investigations before a response can be made. This may take a few days.
2. If matters are not resolved to everyone's satisfaction after a series of meetings, the matter **might**, (though not necessarily) go to the Year Group Lead/Key Stage Manager.
3. If still not resolved after a series of meetings, the matter might, (though not necessarily) go to an Assistant Head or Deputy Head.
4. Only if this procedure has been followed and matters not resolved after a series of meetings, the matter might, (though not necessarily) be taken to the Head Teacher.

It is expected that most matters will be resolved at class teacher level.

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Kiln Lane
Harlow
CM17 9LW



Telephone: 01279 427465
Email: admin@henrymoore.essex.sch.uk
www.henrymoore.essex.sch.uk



Milwards Primary School & Nursery
Paringdon Road
Harlow
CM19 4QX

Telephone: 01279 435850
Email: admin@milwards.essex.sch.uk
www.milwards.essex.sch.uk

Please note that the school will not tolerate aggressive behaviour in any form. Any such behaviour will be met with a firm response such as being banned from the premises which the school has the right to do.

The Executive Head Teacher/Head/Deputy/Assistant Head Teachers or any other member of staff are not, and cannot be available on demand. The route for raising issues is outlined below.

Please find the 2025-2026 school management structure below.

HILT CEO/Executive Head - Mr Michael Doughty



The Henry Moore Primary School
Head Teacher Mrs Sarah Cowley
Deputy Head Teacher Mrs Lissy Nixon
Assistant Head Teachers Mrs Alexia Henderson Mr Ross Tyrrell
HILT SENCo Mrs Sarah Scott
Year Group Leads YR Mrs Alexia Henderson Y1 & Y2 Miss Yvette Elysee Y3 & Y4 Mrs Helen Rees Y5 & Y6 Mr Matthew Cook
Class Teachers YR- Mrs Alexia Henderson, Miss Grace Derriman Y1- Mrs Amy Dear, Miss Yvette Elysee, Miss Emma Williams Y2- Mrs Lucie Lunn, Mrs Lindsey Milner, Mrs Holly King Y3- Mr Billy Dwen, Mrs Helen Rees, Mrs Jo Silver Y4- Miss Megan Cashin, Mrs Sarah Grimley, Miss Julie Randall Y5- Mr Michael Azzopardi, Mr Matthew Cook, Mrs Andrea Taylor Y6- Mr Omar Rashid, Mr Ross Tyrrell, Mrs Jo Watson Additional Teachers- Mrs Cassie Broughton

Owing to the many pressures and commitments in schools, it may take a few days to set up a meeting, but we will contact you as soon as possible with a time and date.