



St. Mary's Christian Brothers' Grammar School – Ladder of Referral

How to contact the school and who to contact:



For pastoral issues:

1. Form teacher
2. Year Head
3. Head of School
4. Pastoral Vice-Principal
5. Principal

For Curriculum issues:

1. Subject Teacher
2. Head of Department
3. Curriculum Vice-Principal
4. Principal

If you need to contact the school to discuss any matter relating to your son, please contact the school office outlining the nature of the issue, **(028 90294000)**. **Office staff will direct you to the correct person who will be able to deal with the issue.** There are clear structures in place to ensure that your query is dealt with quickly. You may not be able to speak immediately to the appropriate person as teachers will be teaching, so please be patient. Staff will contact you as soon as possible.

Year Eight		Year Eleven	
	Mr Cahal McEvoy (CME)		Mr Tony Austin (TA)
8A	Mrs Claire Wright (CMK)	11A	Mr Mark Watson (MW)
8B	Mrs Andrea McGurk (AMG)	11B	Miss Claire McAtamney (CMA)
8C	Mr Matthew Cassidy (MCA)	11C	Mrs Adele Burrows (AB)
8D	Dr Anna-Grace Scullion (AGS)	11D	Miss Saoirse Rogan (SR)
8E	Mr Ryan Graham (RG)	11E	Mr John McGuire (JMU)
8F	Mr Dermot McVeigh (DMV)	11F	Mrs Deborah Hamilton (DH)
8G	Ms Jessica Mc Kenna (JMK)	11G	Mr Michael Smith (MS)
		11H	Mr Sean Kelly (SK)
Year Nine		Year Twelve	
	Dr Eileen McCaffrey (EMC)		Mr Sean Moyes (SM)
9A	Mr Paddy Cunningham (PC)	12A	Mr Chris Clarke (CCE)
9B	Mr Damien Boyle (DB)	12B	Mrs Mary Murray (MM)
9C	Mr Pat Brady (PB)	12C	Mr Fergal McConville (FMC)
9D	Mr Patrick Boyle (PBE)	12D	Mr Paddy Linden (PLN)
9E	Mrs Sarah Crilly (SC)	12E	Mr Thomas Morgan (TMO)
9F	Miss Naomi McGuinness (NMG)	12F	Mr Tommy McCaughey (TMC)
9G	Mr Niall Ward (NW)	12G	Mrs Claire McCabe (CK)
		12H	Mr Conor Hynds (CHS)
Year Ten		Year Thirteen	
	Ms Daghra Murphy (DMU)		Mr Brendan McComb (BMC)
10A	Mr Sean McGoldrick (SG)	13A	Mr Ciaran McCann (CMC) (Mon-Wed) & Mrs Libby Cleary (LC) (Thu/Fri)
10B	Miss Mairead McNally (MMN)	13B	Mrs Claire McComb (CS) (Mon-Wed) & Mrs Catherine Osborne (CO)(Thu/Fri)
10C	Mr Matthew Hanna (MH)	13C	Mr Conor Flynn (CFN)
10D	Mr Eamon O'Neill (EON)	13D	Mr Adrian Smyth (AS)
10E	Miss Karen Porter (KP)	13E	Mrs Corina McGonagle (CC)
10F	Mr Mark Robinson (MR)	13F	Miss Linda McGonagle (LMG)
10G	Miss Kathryn Warren (KW)	13G	Mrs Catherine Gillespie (CMG)

	Year Fourteen
	Dr Karen Robinson (KR)
14A	Mrs Joanne Carron (JC)
14B	Mr Michael Leydon (ML)
14C	Mr Paul Gormley (PG)
14D	Miss Joanne Mervyn (JM)
14E	Mr Vernon Murphy (VM)
14F	Mrs Siobhan O'Neill (SON) & (TM)
14G	Mrs Kellie McAleese (KL)

Roles of Staff on the Ladder of Referral

Form Teacher

The form teacher is the first staff member parents / carers should contact when you have a query or need assistance. Please contact the school office and they will send a message to the form teacher asking them to contact you as soon as they can.

Year Head / Head of Department

Your Year Head is the person who oversees your son's year group. This is the second person you should contact if your son's form teacher has not been able to resolve your query. If you have a curricular concern, then please speak to the Head of Department

Head of School

The Head of School is available to assist parents when their query has not been resolved following contact with your son's Form Teacher and Head of Year.

Vice Principals (Pastoral or Curriculum)

The Vice Principals are available to assist parents when their query has not been resolved following contact with your son's Form Teacher, Head of Year and Head of School.

Learning Support (SENCo)
Mrs Barr is the Learning Support Coordinator (SENCo).

Safeguarding and Child Protection Team
<p>Designated teacher in charge of Child Protection The Pastoral Vice Principal is Mrs Fiona Crookes. She is the teacher in charge of Child Protection. She has an office in the main school building on the Q2 corridor. Mrs Crookes teaches Religion.</p> <p>Deputy designated teacher in charge of Child Protection There are three Deputy Designated Teachers for Child Protection: Mrs Amanda Barr, Mrs Lewis, Mr Herron</p>

Staff will not be available to speak to parents if they arrive without an appointment.

If you have a scheduled appointment with a member of staff, it is important that you endeavour to keep to the appointment time. Teachers have timetabled classes and may not be available to meet with you should you arrive at a time other than the scheduled appointment time.