



3rd July 2018

Dear Parents and Carers

Improving Communication and Contact with School

In order for issues to be picked up swiftly and dealt with by the correct person, we have made additions to our website and listed key staff members to provide parents and carers with direct contact.

Parents should use these in the first instance so we can deal with any issues directly and we have informed staff to ensure these are responded to in every instance. This information can be located by clicking on the 'contact' button on the top right-hand side of the webpage.

Staff contacts have been categorised so that you can contact staff members according to their department areas:

- Behaviour, Attendance & Pastoral
- Achievement (Subject Areas)
- Safeguarding & Special Educational Needs
- General Admin

It is important that we provide a quality and swift service to our parents and carers when they contact the school. In addition to this, we will improve our main office and reception protocol.

Yours sincerely

Mr Dean Watkin
Headteacher



Specific Contact

In order for issues to be picked up swiftly and dealt with by the correct person, we have listed key staff members below to provide parents and carers with direct contact. Please use these in the first instance so we can deal with any issues directly.

Behaviour and Pastoral Issues

Mr Mitchell: Pastoral Standards Leader

Mr Kitterick: KS3 Pastoral Leader

Miss LeRoy: KS3 Pastoral Manager

Miss Carter: KS4 Pastoral Leader

Miss Hey: KS4 Pastoral Manager

Mrs Robinson: Student Welfare Manager (Attendance)

Achievement

Miss Morgan: Assistant Headteacher – Achievement & Standards

Mr Jesson: Head of Maths and Computing

Mrs Greenwood: Head of English

Mr Mohammed: Head of Science & Technology (from September)