

Communication and Contact with School

As a parent / carer you may want to contact school regarding your child. Below is a list of roles that will enable you to contact the correct person to help.

<u>Form Tutor</u>	<u>Year Manager</u>	<u>Key Stage Leader</u>
General Enquiries	Specific Enquiries	Continued or more concerning Enquiries

Form Tutor (Contact via the student planner)

Every day your child will have time with their form and form tutor. This person can be communicated by the use of the planner. Form tutors are a good point of contact for everyday issues or messages.

Year Manager (Contact by phone, email or appointment)

Miss Earl Y7, Miss Sam Y8, Miss Taylor Y9, Miss Nota Y10, Mrs Roberts Y11

- Deal with day to day behavioural issues, monitoring pupil attitude and behaviour
- Monitoring attendance and punctuality and applying appropriate school policy
- Intervention strategies for students
- Ensure reporting and procedures are carried out effectively and efficiently followed
- Develop and maintain good communication with carers.
- Support and promote the development of the school / year council
- Manage the induction of new / in-year transfers of students
- To manage sanctions and rewards

Key Stage Leaders (Contact by phone, email or appointment)

Mrs Periot McCann	Transition (Y6 -Y7)
Mrs Cartwright	Key Stage 3 (Y8 & Y9)
Mrs Parker	Key Stage 4 (Y10 &Y11)
Ms Rodgers	Key Stage 5 (Y12 & Y13) (Deputy Mr Firth)

- Leading the Key Stage, celebrating success and fostering high expectations of motivation, participation and behaviour
- Leading the work of the year group tutor team
- Leading and developing strategies to maximise student potential by supporting the learning of students
- Line management of the Year managers