

# SCHOOL COMMUNICATION



| METHODS OF COMMUNICATION |   |
|--------------------------|---|
| CLASSCHARTS              | This is our principal means of communication with 2 particular functions to note:<br>Announcements – usually to teaching groups/sports teams/ trips for non-confidential information<br>Messaging – this is for individual/personalised communication |
| EMAIL                    | Reports (interim/end of year)<br>Year 6 – 7 transition information<br>More sensitive correspondence e.g., response to complaints /suspensions   |
| PHONE CALLS              | As appropriate – but ordinarily for pastoral matters requiring a more immediate response (within 48 hours)  |

| WHO TO CONTACT AND HOW                                    |                                 |   |
|---|---------------------------------|---|
| Initial concern in a subject area                         | Class Teacher                   | CC Message  |
| Ongoing concern in a subject area                         | Head of Department              | CC Message  |
| Concerns over progress in multiple subjects               | Director of Key Stage           | CC Message  |
| Curriculum queries  | Director of Key Stage           | CC Message  |
| Initial attendance concerns                               | Form Tutor                      | CC Message  |
| Ongoing attendance concerns                               | Pastoral Manager                | CC Message  |
| Initial wellbeing/mental health concerns                  | Form Tutor                      | CC Message (N.B there is a Wellbeing button for students on CC) |
| Ongoing wellbeing/mental health concerns                  | Pastoral Manager                | CC Message  |
| Medical/health issues                                     | Pastoral Manager                | CC Message  |
| Safeguarding concerns                                     | Designated Safeguarding Lead(s) | Phone call/ email   |
| GCSE/A Level exam queries                                 | Director of Key Stage           | CC Message  |
| Incidents outside of school e.g., social media, behaviour | Pastoral Manager                | CC Message  |

| SENIOR LEADERSHIP TEAM |                          |   |
|------------------------|--------------------------|---|
| MR S BEELEY            | HEADTEACHER              |   |
| MR S FENWICK           | FIRST DEPUTY HEADTEACHER | Curriculum, Reporting, Data Analysis, Pupil Premium   |
| MRS K SHELLEY          | DEPUTY HEADTEACHER       | Designated Safeguarding Lead, Behaviour, Inclusion, Attendance                                  |
| MRS Z HITCHENS         | ASSISTANT HEADTEACHER    | Teaching and Learning, Staff Development, EAL   |
| MR C HOLT              | ASSISTANT HEADTEACHER    | Careers Advice, Information and Guidance (CAIG), Work Related Learning, Student Council         |
| MRS S NORBURY          | ASSISTANT HEADTEACHER    | SENDCo and Deputy Designated Safeguarding Lead  |
| MS M SHAKOOR           | ASSISTANT HEADTEACHER    | Behaviour and Academic Progress of Key Stage 4  |
| MRS L STEPHENS         | ASSISTANT HEADTEACHER    | Behaviour and Academic Progress of Key Stage 5, EDI, Curriculum for Life, SMSC                  |
| MR M TOMLINSON         | ASSISTANT HEADTEACHER    | Transition, Behaviour and Academic Progress of Key Stage 3, Deputy Designated Safeguarding Lead |

| INCLUSION TEAM                               |  |
|--|--|
| MRS K SHELLEY                                | Designated Safeguarding Lead   |
| MRS S NORBURY                                | Deputy Designated Safeguarding Lead and SENDCo   |
| MR L CAWLEY                                  | Assistant SENDCo   |
| MRS H DOWNES                                 | Assistant SENDCo   |
| MRS L STEPHENS                               | Assistant Headteacher – Behaviour and Academic Progress of KS5                           |
| MRS R WILSON                                 | VI Form Study Centre Manager   |
| MS M SHAKOOR                                 | Assistant Headteacher – Behaviour and Academic Progress of KS4                           |
| MISS M CREWE                                 | Director of KS4  |
| MR C BOWCOTT                                 | Year 11 Pastoral Manager   |
| MRS T THOMSON                                | Year 10 Pastoral Manager   |
| MR M TOMLINSON                               | Assistant Headteacher – Behaviour and Academic Progress of KS3                           |
| MRS S RICHARDSON                             | Director of KS3  |
| MR M CROOKS                                  | Year 9 Pastoral Manager  |
| MRS T CONYERS                                | Year 8 Pastoral Manager  |
| MISS F DEAN                                  | Year 7 Pastoral Manager  |
| MRS E FIRTH                                  | Attendance Manager   |
| MR S HEATON                                  | Behaviour Manager  |
| MR T BROWN                                   | Y7/Y8 Pupil Premium Champion (all other PP queries to Mr S Fenwick – Deputy Headteacher) |
| MRS H PURDY                                  | Designated Teacher for Looked After Children   |
| MRS S CLEARY                                 | HUB 1 Manager  |
| MRS L POTTER, MRS M WARING, MRS D CASEY (PT) | HUB 2 Managers   |
| MRS L ARMSTRONG                              | Inclusion Team Admin Support   |
| MRS L TAYLOR-CROOKE                          | Designated Mental Health Lead  |

| HEADS OF DEPARTMENT |   |
|---------------------|---|
| MISS C GREY         | HEAD OF ART                             |
| MR A SHELTON        | HEAD OF BUSINESS STUDIES                |
| MRS M BOOTH         | HEAD OF DESIGN & TECHNOLOGY             |
| MR P AHERN          | HEAD OF ENGLISH                         |
| MISS J HENNESSEY    | HEAD OF GEOGRAPHY                       |
| MR A GERSCHLER      | HEAD OF HISTORY/POLITICS                |
| MR M LITTLE         | HEAD OF ICT/COMPUTING                   |
| MR A HODSON         | HEAD OF MATHEMATICS                     |
| MRS Z FLETCHER      | HEAD OF MEDIA STUDIES                   |
| MRS J WILLIAMS      | HEAD OF MODERN FOREIGN LANGUAGES        |
| MRS M MOORHOUSE     | HEAD OF MUSIC                           |
| MISS M PUSEY        | HEAD OF DRAMA                           |
| MR M MORGAN         | HEAD OF PE                              |
| MR G HARRISON       | HEAD OF RELIGION, ETHICS AND PHILOSOPHY |
| MISS H TIERNEY      | HEAD OF SCIENCE (ACTING)                |
| MISS E SWORDS       | HEAD OF SOCIAL SCIENCES                 |

- Colleagues will always refer a concern/incident to a more senior member of staff if necessary
- Close monitoring allows School Leaders to escalate any concerns to the relevant person
- Care and Complaints Policy can be found on our website