

## Who to Contact

If you have a concern or question about your child's progress, education, or life at school, you should contact the School Main Reception in the first instance. Office staff will always be pleased to advise you as to whom can best deal with your concerns. Please telephone 01939 237000.

To ensure that you can see the most appropriate member of staff to deal with your concern, please consult the table below:

| Query / Issue  | Contact Name / Email   |
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| <ul style="list-style-type: none"> <li>• Main Reception</li> <li>• Day-to-day Arrangements</li> </ul>  | 01939 237000<br><a href="mailto:enquiries@thomasadams.net">enquiries@thomasadams.net</a>   |
| To report an absence <ul style="list-style-type: none"> <li>• Attendance enquiries</li> <li>• Requesting leave during term time</li> </ul>   | Mrs S Koopman<br><a href="mailto:attendance@thomasadams.net">attendance@thomasadams.net</a>  |
| <ul style="list-style-type: none"> <li>• School Admission Enquiries</li> <li>• Change of student contact details</li> <li>• Arbor parent app or ParentPay enquiries</li> </ul>                           | Mrs B Howells<br><a href="mailto:enquiries@thomasadams.net">enquiries@thomasadams.net</a>  |
| <ul style="list-style-type: none"> <li>• Special Education Needs</li> <li>• Safeguarding</li> </ul>  | Miss R Turner - Assistant Headteacher (SENCO) and Designated Safeguarding Lead<br><a href="mailto:safeguarding@thomasadams.net">safeguarding@thomasadams.net</a> |
| <ul style="list-style-type: none"> <li>• Pastoral Enquiries</li> </ul>   | <a href="mailto:pastoral@thomasadams.net">pastoral@thomasadams.net</a>   |
| <ul style="list-style-type: none"> <li>• Boarding House (Adams House)</li> </ul>   | Mr R Sinclair - Head of Boarding<br><a href="mailto:robert.sinclair@thomasadams.net">robert.sinclair@thomasadams.net</a>   |
| Behaviour, Attitudes & Personal Development <ul style="list-style-type: none"> <li>• Rewards &amp; sanctions</li> <li>• Behaviour &amp; welfare</li> <li>• Assemblies</li> </ul>                         | Mrs J Whitfield - Deputy Headteacher   |
| Subject Specific Enquiries <ul style="list-style-type: none"> <li>• Progress in a subject</li> <li>• Homework in a subject</li> <li>• Subject curriculum</li> <li>• Subject rewards/sanctions</li> </ul> | Please contact the relevant teacher (see separate staff list under Key Information)<br>If unresolved, please contact the Department Subject Leader.              |
| Quality of Education <ul style="list-style-type: none"> <li>• Whole School Curriculum</li> <li>• Student teaching groups</li> <li>• Teaching and learning</li> </ul>                                     | Mr T McAleavy – Deputy Headteacher   |
| Data, Assessment and Reporting <ul style="list-style-type: none"> <li>• Reports</li> <li>• Student targets</li> </ul>  | Miss R Bayliss – Assistant Headteacher   |
| <ul style="list-style-type: none"> <li>• Exams</li> </ul>  | Miss R Kinnon - Examinations Officer   |
| <ul style="list-style-type: none"> <li>• Site</li> </ul>   | Mr D Moore - Site Manager  |
| <ul style="list-style-type: none"> <li>• Purchasing Uniform</li> </ul>   | <a href="http://www.schoolshopdirect.co.uk">www.schoolshopdirect.co.uk</a>   |

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| Business Manager<br><ul style="list-style-type: none"> <li>• Finance</li> <li>• Transport</li> </ul>   | Mr P Neale   |
| <ul style="list-style-type: none"> <li>• Sixth Form Bursary</li> </ul>                                 | Mr L Allen – Assistant Headteacher   |
| <ul style="list-style-type: none"> <li>• Pupil Premium</li> <li>• Free School Meals</li> </ul>         | Mr T McAleavy – Deputy Head  |
| <ul style="list-style-type: none"> <li>• Marketing</li> </ul>  | Mrs C Cadman   |
| <ul style="list-style-type: none"> <li>• Sixth Form Admission Enquiries</li> </ul>                     | Mr L Allen – Assistant Headteacher<br>Mrs C Cadman – Sixth Form Admissions Coordinator             |
| <ul style="list-style-type: none"> <li>• Work Experience</li> <li>• PSHE</li> <li>• Careers</li> </ul> | Mr J Hargreaves - Assistant Headteacher  |
| <ul style="list-style-type: none"> <li>• Whole school matters</li> </ul>                               | Mr M Cooper - Head Teacher   |
| <ul style="list-style-type: none"> <li>• Governing Body</li> </ul>                                     | Mr Dave Watts – Chair of Governors<br><a href="mailto:bjh@thomasadams.net">bjh@thomasadams.net</a> |