

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
<ul style="list-style-type: none"> • Main Reception • Day-to-day Arrangements 	01939 237000 contactus@tas.318education.co.uk
To report an absence <ul style="list-style-type: none"> • Attendance enquiries • Requesting leave during term time 	Mrs S Koopman attendance@tas.318education.co.uk
<ul style="list-style-type: none"> • School Admission Enquiries • Change of student contact details • Arbor parent app or ParentPay enquiries 	Mrs B Howells contactus@tas.318education.co.uk
<ul style="list-style-type: none"> • Special Education Needs • Safeguarding 	Miss R Turner - Assistant Headteacher (SENCO) and Designated Safeguarding Lead safeguarding@tas.318education.co.uk
<ul style="list-style-type: none"> • Pastoral Enquiries 	pastoral@tas.318education.co.uk
<ul style="list-style-type: none"> • Boarding House (Adams House) 	adamshouse@tas.318education.co.uk
Behaviour, Attitudes & Personal Development <ul style="list-style-type: none"> • Rewards & sanctions • Behaviour & welfare • Assemblies 	Mrs J Whitfield - Deputy Headteacher
Subject Specific Enquiries <ul style="list-style-type: none"> • Progress in a subject • Homework in a subject • Subject curriculum • Subject rewards/sanctions 	Please contact the relevant teacher (see separate staff list under Key Information) If unresolved, please contact the Department Subject Leader.
Quality of Education <ul style="list-style-type: none"> • Whole School Curriculum • Student teaching groups • Teaching and learning 	Mr T McAleavy – Deputy Headteacher
Data, Assessment and Reporting <ul style="list-style-type: none"> • Reports • Student targets 	Miss R Bayliss – Assistant Headteacher

• Exams	Miss R Kinnon - Examinations Officer
• Site	Mr D Moore - Site Manager
• Purchasing Uniform	www.schoolshopdirect.co.uk
Business Manager • Finance • Transport	Mrs Joanne Jones
• Sixth Form Bursary	Mr L Allen – Assistant Headteacher
• Pupil Premium • Free School Meals	Mr T McAleavy – Deputy Head
• Marketing	Mrs C Cadman
• Sixth Form Admission Enquiries	Mr L Allen – Assistant Headteacher (Sixth Form) Mrs C Cadman – Sixth Form Admissions Coordinator
• Work Experience • PSHE • Careers	Mr J Hargreaves - Assistant Headteacher
• Transition	Mr L Winter – Transition Coordinator
• Transport	Mrs C Cornes
• Whole school matters	Mr M Cooper - Head Teacher
• Governing Body	Mr Dave Watts – Chair of Governors belinda.howells@tas.318education.co.uk