

# Contacts 2021-22

## Curriculum – In class

e.g. Homework  
Detentions set in class  
Set queries  
Questions around content/Exam board/Exams etc  
Revision queries  
Report grades

1. Teacher of the Class

## Heads of Department:

**English** – Mrs Chedda  
**Maths** – Miss Spink  
**Science** – Mrs Andrew  
**Humanities** – Mrs Coates  
**Art** – Miss Kavanagh  
**Music** – Mr DuBock  
**Drama** – Miss Twomey  
**Catering** – Mrs Ford  
**P.E.** – Miss Graham  
**Computer Science** – Mr Cosgrave

2. Head of Department

**SEND** – Mrs Dowell/Mr Middleton  
**Attendance** – Mrs O'Neill  
**Trips** – Mrs Sapsed  
**Parents evening booking system** – Mrs Opie/Mrs Yates  
**General queries** – Reception

## Pastoral – Out of Class

e.g. Friendships  
General updates about the student  
Holistic overview of student across number of subjects  
Wellbeing

7TGM – Miss Graham  
7NMS – Mrs Hoque  
7APR – Mr Power  
7SPE – Mrs Poppe  
7AJB – Mrs Coates  
  
8JAN – Mr Allen  
8FCY – Miss Crowley  
8BCE – Mr Cosgrave  
8EMA – Miss Mian  
8ASD – Miss Swaysland  
  
9BCA – Mrs Chedda  
9CMU – Mr Murray  
9JCN – Mrs Chapman  
9PBE – Mr Browne  
  
10LED – Miss Edward  
10JDK – Mr DuBock  
10NKH – Miss Kavanagh  
10BFD – Miss Ford  
  
11LAE – Mrs Andrew  
11CCE – Miss Clarke  
11NSK – Miss Spink

1. Tutor

If the tutor is unable to solve the query they will direct it to the Head of Year

## Heads of Year:

**Year 7** – Mr Moulton  
**Year 8** – Mr Lucas  
**Year 9** – Miss Staite  
**Years 10 & 11** – Miss Sier

2. Head of Year

**Safeguarding:** If your phone call is about an urgent safeguarding incident then this will be directed to the Heads of Year and the Safeguarding Lead (Miss Smith). If possible please give reception staff an overview/summary as this will allow the members of staff receiving the call/email to deal with it quickly and effectively.