



Communication Guide for Parents and Carers

Introduction

At Alderman Peel High School, we find that children who receive support from their parents/carers in meeting the school's expectations make faster progress and are likely to perform better in their GCSEs. We believe that communication between home and school is essential to maintain consistency and to resolve issues as soon as they arise. In an attempt to make this easier, we have produced this guide, which includes a list of people to contact for specific questions or queries.

As we are sure you will appreciate, our staff are often too busy teaching or meeting with pupils, parents or other agencies to provide immediate support throughout the school day. There are 50 lessons in our two-week timetable, each of which is nearly an hour long. Teachers teach an average of 43 periods a fortnight. They also have to plan these lessons, lead tutor periods, plan and mark homework, write reports, provide intervention and additional support for pupils. Many staff also organise extra-curricular clubs or revision sessions outside of the school timetable.

Timely communication is therefore a challenge and it may take our staff some time to respond. If you require help with an urgent matter that, for example, involves a child's safety or is about transport from school on a particular day then please phone the school. On other occasions, email communication has proven to be faster and more efficient.

Email: office@aldermanpeel.norfolk.sch.uk

Our office email inbox is checked regularly throughout the school day, and all email queries are directed to the relevant member of staff.

Our Website: www.wensumtrust.org.uk/aldermanpeel

Our website provides a wide range of helpful information for our parents/carers and students. It also includes an electronic [Contact Form](#), which may prove to be easier than emailing us on certain devices.

Staff Contacts








If your query relates to a particular department, service area or member of staff, then please use the enclosed Staff Contact List to email the relevant member of staff.

We are part of...







Essential Information

	We use the SIMs App to provide daily reporting of students' achievements and any negative incidents which may occur. You can also view your child's timetable, as well as update medical and contact details. This is also where all <i>Attitude to Learning</i> grades and progress reports are published, so it is essential that all parents/carers are able to access this app.
	We regularly use email to communicate important information and notices to parents/carers and students, such as reminders regarding Parents Evenings and other school events. Please use the SIMs App to ensure that your contact email address is up to date at all times.
	We will phone parents/carers when there is a need to communicate urgent messages. We will also send text messages to communicate urgent or essential information, such as bus delays or after school clubs.
	The main function of ClassCharts is to publish homework to parents and students. There is a parent app and a separate student app for smartphones, which can also be accessed via a web-based login. Additionally, parents/carers can also access achievement, behaviour, attendance and timetable information in a very user-friendly format.
 Google Classroom	Google Classroom is used by individual subjects to deliver blended learning to students. These may consist of online materials such as lesson activities, resources, quizzes and links to other external materials. Login codes are available from each subject teacher as required. There is a free app that can also be downloaded by students.
	SCO Pay is our school's online payment system, which facilitates payments for items such as lunch money, uniform, PE kits, equipment, revision guides, educational trips & visits, and non-uniform days/donations to charities.
	We use an online system to book and host appointments between parents/carers and subject teachers. Parents Evenings and Meet the Tutor evenings are scheduled throughout the year and this system helps parents/carers to efficiently arrange and amend appointments.

Optional Information

	We use Facebook to share information about school events, to celebrate student's work and achievements and to keep our community up to date with school activity. Please follow us on @AldermanPeel .
	We use Twitter to share our students' work and to celebrate school achievements. It is also a helpful networking tool, which allows us to engage with national and local organisations, as well as parents/carers. Please follow us on @AldermanHigh

Name	Role	Areas of responsibility	Email
For all general enquiries or information			office@aldermanpeel.norfolk.sch.uk
Mr W Boyce	Head of Maths	Maths	wboyce9nrc@nsix.org.uk
Mrs S Murkin	Head of English	English Language & English Literature	smurkin4crt@nsix.org.uk
Mrs S Kelly	Head of Science	Science	skelly6nrr@nsix.org.uk
Mr J Wilding	Director of Learning: PE and Expressive Arts	Physical Education & GCSE Physical Education	jwilding7rrn@nsix.org.uk
Miss C Beech	Expressive Arts Lead	Drama, Music, Art	cbeech3nrm@nsix.org.uk
Mrs F Lagrange	Director of Learning: MFL and Humanities	French, Spanish, Travel & Tourism Geography, History, RS	flagrangep3nr9@nsix.org.uk
Mrs K Norman	Special Educational Needs Co-ordinator	Provision for children with Special Educational Needs Students requiring medical support	knorman5yrt@nsix.org.uk
Mr R Corby	Director of Learning: Enterprise, Media & Technology	ICT, Computing, Business Studies, Digital Media, Design & Technology, Catering	rcorby46rg@nsix.org.uk
Mrs Platten	Exams Officer	Examination queries	aplatten9nru@nsix.org.uk
Miss Sperry Mrs Boyd Stevenson Mrs Thompson	Pastoral Manager Attendance Lead Behaviour Lead	Behaviour, Well-being, Safeguarding & Attendance	aphs_pastoral_group@nsix.org.uk
Mrs R Bartram	Data Manager	App support, ICT support	datamanager@aldermanpeel.norfolk.sch.uk
Mrs S Barker	Scopay support	Scopay advice	sbarker5rrl@nsix.org.uk
Mrs K Hardman	Assistant Principal	Teaching and Learning, Continuous Professional Development, Teacher Induction and training	khhardman9bru@nsix.org.uk
Mr B Tawana	Assistant Principal	Pupil Premium, LAC, Transition Careers advice and guidance	btawana8nrg@nsix.org.uk
Mrs H Barker	Assistant Principal	Curriculum, Assessment, Reports, Timetable, Options	hbarker38re@nsix.org.uk
Mr M Hardman	Principal	Formal complaints / staff issues	principal@aldermanpeel.norfolk.sch.uk