

Communication Guide for Parents/Carers

As you are aware, children who receive support from their parents and carers in meeting the school's expectations have proven to perform better at their GCSEs. Communication is essential to maintain consistency and to rectify any issues when they arise. In an attempt to make this easier please see below a list of people to contact.

As we are sure you can appreciate, staff are very often busy teaching or meeting with pupils, parents or other agencies to provide support. For example: There are fifty lessons in our two week timetable each of which is an hour long. Teachers teach on average 43 of these periods and also have to plan these 43 lessons as well as lead tutor periods, plan and mark homework, write reports, provide intervention and additional support to pupils as required. Many staff also organise clubs or revision sessions before school, during break and lunchtime or after school. Communication is therefore difficult and it may take some time to respond. If something is urgent, for example involves a child's safety or transport from school on a particular day please phone the school office. On most occasions, email is more efficient and less time consuming for all. If appropriate, the staff listed may ask other staff to respond directly to you.

Our website also has an Enquiry Form under the 'Contact Us' section of our website, which is checked every morning when enquiries or relevant information is directed to the appropriate member of staff.

Name	Role	Areas of responsibility	email
General enquiries or information			office@aldermanpeel.norfolk.sch.uk
Mr W Boyce	Head of Maths	Maths	wboyce9nrc@nsix.org.uk
Mr J Brailsford Mrs J Doyle	Heads of English	English Language English Literature	jbrailsford3nrr@nsix.org.uk jdoyle4arh@nsix.org.uk
Mr J Nash Mr D Hunter	Heads of Science	Science	jnash9rr6@nsix.org.uk dhunter7wru@nsix.org.uk
Mr J Wilding	Head of PE and Arts	Physical Education GCSE Physical Education	jwilding7rrn@nsix.org.uk
Mrs F La Grange	Head of MfL and Humanities	French, Spanish, Travel & Tourism Geography, History, RS	flagrangep3nr9@nsix.org.uk
Mr R Corby	Head of Enterprise, Media & Technology	ICT, Computing, Business Studies, Digital Media, D&T, Catering, Art	rcorby46rg@nsix.org.uk
Mrs K Norman	Special Educational Needs Co-ordinator	Provision for children with Special Educational Needs	knorman5yrt@nsix.org.uk
Mrs W March	Exams Officer	Examination queries	aplatten9nru@nsix.org.uk
Mrs Sperry – Pastoral Manager Mrs Boyd Stevenson Mrs Thompson		Safeguarding Behaviour Attendance	aphs_pastoral_group@nsix.org.uk
Mrs K Hardman Miss C Beech	Assistant Principal	Teaching and Learning Teacher Induction and training	khardman9bru@nsix.org.uk cbeech3nrm@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, Timetable, Reports, Y9 Options	hbarker38re@nsix.org.uk
Mr M Hardman	Principal	Formal complaints	principal@aldermanpeel.norfolk.sch.uk