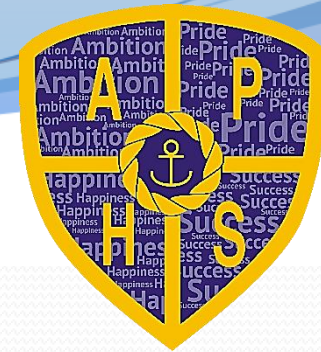




Communication Guide

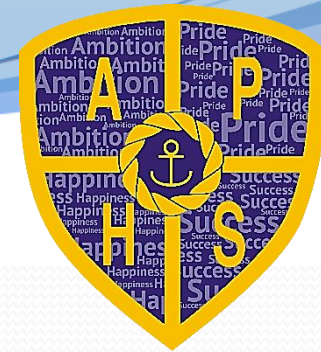
19 September 2025

Mrs H Barker – Assistant Principal



Home school communication

- This guide is designed to ensure you know how we communicate with you over the course of the year and how you can communicate with us.
- It will point you to the relevant staff member to address any queries you may have and provides the contact details you will need.



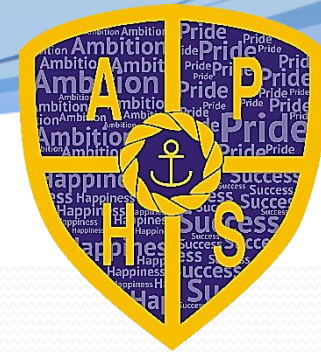
SIMS Parent App

- This is where your child's termly reports will be published. It also contains details of your child's attendance and behaviour.
- **Please ensure you have downloaded this App.**



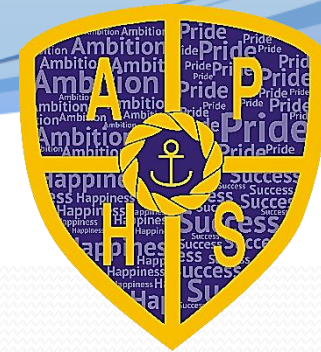
Class Charts App

- This App is for daily reporting of **achievement points** and **behaviour points**. It will also keep you informed of any **homework** that your child has been set and also of any **detentions** your child may receive.
- Please ensure you have downloaded the Parent App and that your child has downloaded the Student App.



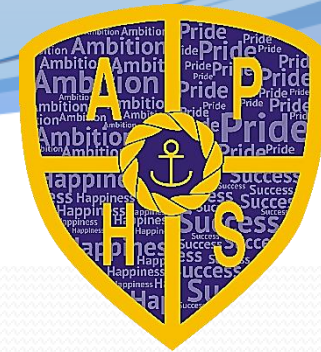
SIMS and email

- The school may also send important messages via our SIMS 'In-touch' messaging service and email. If you are not receiving emails from the school, or have any concerns regarding the communications you are receiving please notify us.
- You can update your contact details via the SIMS Parent App or by calling the school office on 01328 710 476 and speaking to one of our Reception team.



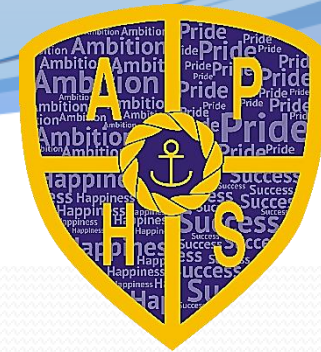
School Office

- For general enquiries, regarding school day, timings, uniform queries, school meals information.
- Please email office@aldermanpeel.norfolk.sch.uk
- Telephone 01328 710 476



Safeguarding

- For Safeguarding concerns, please contact our Safeguarding Manager, Mrs Sperry
- Please email esperry77rv@nsix.org.uk



Attendance

- For absence reporting and attendance issues, please contact our Attendance Officer, Mrs Thompson
- Please email attendance@aldermanpeel.norfolk.sch.uk



Data Manager

- For queries regarding Class Charts or SIMS parents App please contact our Data Manager, Mrs Ryder, who will be happy to assist.
- Email datamanager@aldermanpeel.norfolk.sch.uk



Finance

- For queries regarding Scopay, our online payment system, please contact our Finance Office, Miss Tuck.
- Email Finance@aldermanpeel.norfolk.sch.uk



Examinations

- For queries regarding Y10 and 11 examinations, please contact our Exams Officer, Mrs Marsh.
- Email wmarsh85rb@nsix.org.uk



Form Tutors – Year 7

- If you wish to contact the school regarding an issue with your child, your first port of call should be their form tutor.
- 7M – Mrs Holmes lholmes5drk@nsix.org.uk
- 7T – Mr Barison mbarison5brw@nsix.org.uk
- 7W – Mrs Moffat amoffat5rr6@nsix.org.uk
- 7S – Mrs Light alight8nrp@nsix.org.uk
- 7C – Mrs Clarke and Miss Farrow sclarke6nru@nsix.org.uk



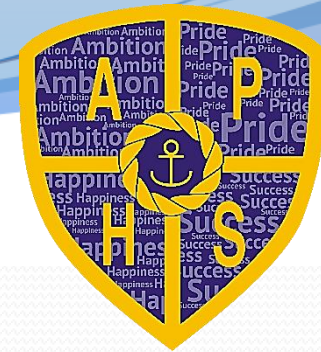
Form Tutors – Year 8

- If you wish to contact the school regarding an issue with your child, your first port of call should be their form tutor.
- 8M – Mrs Watkins / Mrs Hagag swatkins8nrx@nsix.org.uk
- 8S – Mr Nash / Miss Carter De Bois jnash9rr6@nsix.org.uk
- 8T – Mr Warden / Mrs Kelly cwarden78rt@nsix.org.uk
- 8W – Mr Hunter / Mrs Kelly dhunter7wru@nsix.org.uk
- 8/9C – Miss Holmes/Miss Farrow tholmes9gre@nsix.org.uk



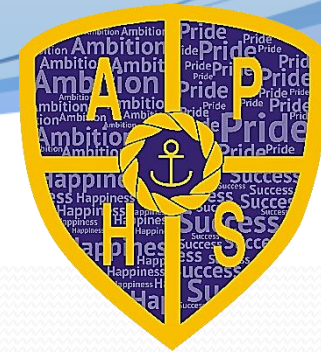
Form Tutors – Year 9

- If you wish to contact the school regarding an issue with your child, your first port of call should be their form tutor.
- 9M – Mr Arrowsmith barrowsmith8yrd@nsix.org.uk
- 9S – Miss Cowell lcowell48rv@nsix.org.uk
- 9T – Mrs Brown rbrown8yrk@nsix.org.uk
- 9W – Mrs Johnson djohnson7nrv@nsix.org.uk
- 8/9C – Miss Holmes/Miss Farrow tholmes9gre@nsix.org.uk



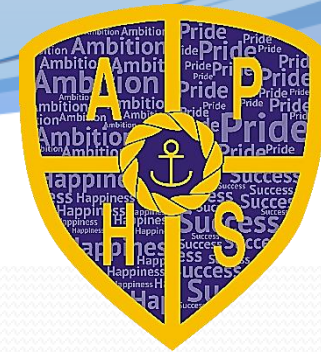
Form Tutors – Year 10

- If you wish to contact the school regarding an issue with your child, your first port of call should be their form tutor.
- 10M – Mme LaGrange/Mr Corby flagrangec3nr9@nsix.org.uk
- 10S – Miss Steward/Mrs Long dsteward7krq@nsix.org.uk
- 10T – Mr Coe mcoe74rf@nsix.org.uk
- 10W – Mrs Conner tconner48rp@nsix.org.uk
- 10C – Mrs Golding/Mrs Yarham sgoldingse9cr9@nsix.org.uk



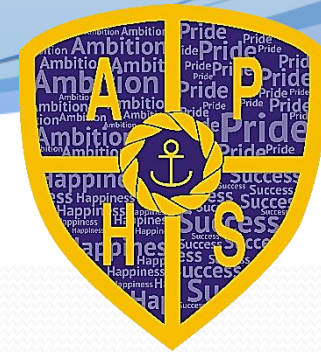
Form Tutors – Year 11

- If you wish to contact the school regarding an issue with your child, your first port of call should be their form tutor.
- 11M – Mrs Collins tcollins2frd@nsix.org.uk
- 11S – Miss Frary/Mrs Hagag rfrary7krq@nsix.org.uk
- 11T – Mr Whitaker mwhitaker2xrn@nsix.org.uk
- 11W – Mr Lott jlott9hr9@nsix.org.uk
- 11C – Mrs Golding/Mrs Yarham sgoldingse9cr9@nsix.org.uk



Heads of Year

- For more serious or ongoing issues, please contact the appropriate Head of Year.
- Head of Years 6 and 7 – Mrs Jagger mjagger33r6@nsix.org.uk
- Head of Year 8 and 9 – Mrs Somerton msomerton6sr2@nsix.org.uk
- Head of Year 10 and 11 – Mrs Boyd-Stevenson rboydsteve32rw@nsix.org.uk



Subject Queries

- Should you wish to contact the school about an issue in a particular subject, please contact the Head of Department or Faculty in the first instance. They can direct you to the appropriate person if necessary. Please allow 3 working days for a response as staff have a full teaching timetable.
- Maths – Mr Boyce wboyce9nrc@nsix.org.uk
- English – Mrs Doyle jdoyle4arh@nsix.org.uk & Mr Brailsford jbrailsford3nrr@nsix.org.uk
- Science – Mr Hunter dhunter7wru@nsix.org.uk & Mr Nash jnash9rr6@nsix.org.uk
- History, Geography, RS, French and Spanish – Mme LaGrange flagrangep3nr9@nsix.org.uk
- CS, DT and Food Tech - Mr Corby rcorby46rg@nsix.org.uk
- PE – Miss Steward dsteward7krq@nsix.org.uk
- Art, Music and Drama – Miss Beech cbeech3nrm@nsix.org.uk

Values

Ambition

Pride

Happiness

Success

