

Communication Guide for Parents and Carers

January 2018

Dear parents / carers

As you are aware children who receive support from their parents and carers in meeting the schools expectations perform better in 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 I am sure you 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 before school, break, lunchtime or after school clubs or revision sessions.

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 school. 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 a "contact us form" which is checked at least every morning and questions or information directed to the appropriate member of staff.

We have also just launched our Twitter page @Alderman High. This is also available on the front page of our website.

Name	Role	Areas of responsibility	email
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 Child Development	skelly6nrr@nsix.org.uk
Mrs M Wolfe	Head of Arts & Technology	Drama, Music Art, Catering Design & Technology	mwolfe64rb@nsix.org.uk
Mr J Wilding	Head of PE	Physical Education GCSE Physical Education	jwilding7rrn@nsix.org.uk
Mrs F La Grange	Head of MfL and Humanities	French, Spanish Geography, History, RS	flagrangec3nr9@nsix.org.uk
Mrs Norman	Special Educational Needs Co-ordinator	Provision for children with Special Educational Needs	knorman5yrt@nsix.org.uk
Mrs Platten	Exams Officer	Examination queries	aplatten9nru@nsix.org.uk
Mrs Sperry	Pastoral Manager	Behaviour, well-being, safeguarding, attendance	esperry77rv@nsix.org.uk
Mrs S Page	Business Manager	Financial queries	spage6nrm@nsix.org.uk
Mrs K Hardman	Assistant Principal	Teaching and Learning Teacher Induction and training	khardman9bru@nsix.org.uk
Mr B Tawana	Assistant Principal	Pupil Premium, LAC, Transition Careers advice and guidance	btawana8nrg@nsix.org.uk

Mr M Hardman	Vice Principal	Curriculum, Assessment Reports	mhardman7hr5@nsix.org.uk
Mr A Ogle	Principal	Formal complaints	head@aldermanpeel.norfolk.sch.uk