

MILLAIS SCHOOL

POINTS OF CONTACT – 2009/2010

Our aim is to ensure that whenever you make contact with the school, your query is dealt with as efficiently and quickly as possible. In order to help us in that quest, we have provided below a list of key staff and their roles and responsibilities. If you are not sure who to contact then our Receptionist, Mrs Sandford, will be happy to help you.

Keeping in Touch on a Day-to-Day Basis

Contact with your daughter's Form Tutor or her Subject Teachers can be made in the first instance by using the parental comments section of the Homework Diary.

Further Information

For more urgent or specific queries you may write or telephone the staff mentioned above or the following senior staff may help.

In relation to the teaching of a subject

Directors of Learning as follows:

English	Miss J Wyatt
Science	Mrs P Henshall
Mathematics	Mr L Wegg
Modern Foreign Languages	Miss J Witt
Design Technology / ICT	Mrs H Eldridge
Creative & Expressive Arts	Mrs H Sykes
Humanities/RE/PSHE/Citizenship	Mrs J Doyle
Physical Education	Miss J Morgan
Special Educational Needs	Mrs A Marshall

In relation to tutor groups or issues of a pastoral / support nature

First points of contact are the Pastoral Assistants as follows:

Pastoral Support Assistants	Mrs J Stone (Year 7,8, 9)
	Mrs L Evans (Year 10)
	Mrs T Hicklin (Year 11)
Director of Pupil Progress & Support	Mrs L Besson (Years 7 & 9)
Assistant Director of Pupil Progress & Support	Ms Carver (Years 8)
Director of Pupil Progress & Support	Ms R Farrell (Year 11)
Assistant Director of Pupil Progress & Support	Ms J Emery (Years 10)
Curriculum Inclusion Manager	Mrs H Paterson
Work Experience Co-ordinator (Year 10)	Mrs L Evans

For concerns of a very serious or sensitive nature, please refer to the Headteacher's P.A., Mrs Ambiguo, who will put you in contact with the appropriate Senior Member of staff.

Other Useful Contacts

Headteacher's P.A	Mrs Ambiguo
School Secretary (Lettings)	Mrs Davis
School Secretary (Events)	Mrs Spicer
School Receptionist/Cover	Mrs Sandford
School Nurse	Ms A Worsfold
School Fund Administrator	Mrs C Groombridge/Ms J Katon
Clerk to the Governors	Mrs L Johnson
School Transport (WSCC Transport Team)	Tel: 01243 753532
Millais School	Tel: 01403 254932
	Fax: 01403 211729

