

MILLAIS SCHOOL

POINTS OF CONTACT – 2011/2012

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 on 01403 254932, (email – linda.sandford@millais.org.uk) will be happy to help you.

Keeping in Touch on a Day-to-Day Basis

All absences should be reported to Mrs T Cripps on ext 272 or via email to: absence@millais.co.uk

Contact with Form Tutors or Subject Teachers can be made in the first instance by using the parental comments section of her Extended Learning Record.

Further Information

For more urgent or specific queries you may write, email or telephone the following staff:

In relation to the teaching of a subject

Directors of Learning as follows:

		<u>Ext</u>	<u>Millais email</u>
English	Miss J Wyatt	264	jenna.wyatt@millais.org.uk
Science	Mrs P Henshall	284	pauline.henshall@millais.org.uk
Mathematics	Mr L Wegg	237	liam.wegg@millais.org.uk
Modern Foreign Languages	Mrs A Gilling	251	alison.gilling@millais.org.uk
Design Technology / ICT	Mrs H Eldridge	240	hazel.eldridge@millais.org.uk
Creative & Expressive Arts	Mrs H Sykes	285	helen.sykes@millais.org.uk
Humanities/RE/PSHE/Citizenship	Mrs J Doyle	266	jennie.doyle@millais.org.uk
Physical Education	Miss J Morgan	233	jackie.morgan1@millais.org.uk
Special Educational Needs	Mrs A Marshall	273	angela.marshall@millais.org.uk

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

First points of contact are the Pastoral Assistants as follows:

		<u>Ext</u>	<u>all below @millais.org.uk</u>
Pastoral Support Assistants (they will then direct you to more senior staff as appropriate)	Mrs L Johnson (Yr 8)	225	lesa.johnson
	Mrs J Stone (Yr 7)	257	jo.stone
	Mrs L Evans (Yr 10)	268	lynn.evans
	Mrs T Hicklin (Yr 9/11)	282	tamsie.hicklin
Director of Pupil Progress & Support	Mrs L Besson (Yr 7)	241	lesley.besson
Asst Director of Pupil Progress & Support	Ms Carver (Yr 8)	226	emily.carver
Asst Director of Pupil Progress & Support	Ms A Sheppard (Yr 9)	203	alexandra.sheppard
Asst Director of Pupil Progress & Support	Miss C Stoker (Yr 10)	203	caroline.stoker
Asst Director of Pupil Progress & Support	Miss G Merridan (Yr 11)	205	gemma.merridan
Curriculum Inclusion Manager	Mrs H Paterson	204	helen.paterson
Work Experience Co-ordinator (Year 10)	Mrs L Evans	268	lynn.evans

For concerns of a very serious or sensitive nature, please refer to Mrs D Davis (Ext 262), who will put you in contact with the appropriate Senior Member of staff (admin@millais.org.uk)

Other Useful Contacts

School Secretary (Lettings)	Mrs D Davis	262	lettings@millais.co.uk
School Secretary (Events)	Mrs S Spicer	255	sharon.spicer@millais.org.uk
Enrichment Co-ordinator	Mr A Skinner	243	andy.skinner@millais.org.uk
School Nurse	Ms A Worsfold	246	amanda.worsfold@millais.org.uk
Finance & Purchasing	Mrs C Groombridge	227	chris.groombridge@millais.org.uk
School Fund Admin	Ms J Katon	252	jane.katon@millais.org.uk
Clerk to the Governors	Mrs L Johnson	225	lesa.johnson@millais.org.uk
School Transport (WSCC Transport Team)	Tel: 01243 753532		
Millais School	Tel: 01403 254932	Fax: 01403 211729	admin@millais.org.uk