

Communication Hierarchy

Please address phone calls to the front office (01428 654055) and any general queries can be sent to info@woolmerhill.surrey.sch.uk

A fortnightly parents' newsletter provides general news and updates – please read this carefully. Our Facebook page and Twitter page also provide regular updates.

All staff email addresses are available on our website <http://www.woolmerhill.surrey.sch.uk/327/staff-contact> and all follow the general format jbloggs@woolmerhill.surrey.sch.uk

Please contact staff in the following order with any queries:

Please contact the student's form tutor in the first instance, as tutors are normally the first point of contact for parents/carers.				
The most efficient method of communication is via email.				
Year 7	Year 8	Year 9	Year 10	Year 11
Tutors	Tutors	Tutors	Tutors	Tutors
Mrs B Cam (7BCA)	Mr C Cook (8CCO)	Mr O Chippendale (9OCH)	Ms D Collins (10DCL)	Miss G Everson (11GEV)
Miss A Dixon (7ADI)	Mrs E Fowler (8EFO)	Mrs C Molloy (9CMO)	Mrs A Henderson-McClane (10AHE)	Mrs A Potter (11APO)
Miss B Henfrey (7BHE)	Ms P Riddell (8PRI)	Mrs S Pope (9SPO)	Mr M Nash (10MNA)	Miss E Rowley (11ERO)
Miss L Reynolds (7LRE was 7NTA)	Mrs J Waller (JWA)	Mr T Pullan (9TPU)	Miss A Whitaker (10AWH)	Miss P Stringer (11PST)
Mr J Quibell (7JQU was 7MJQ)	Miss M Smallwood-Conway (8MSM)	Mr J Williams (9JWI)		
Mr C Walker (7CWA)	Mrs S Rossetti-Gearing (8SRO)			
If you have a specific query with regard to a particular subject then please contact the student's subject teacher directly, or the Subject Leader. The most efficient method of communication is via email.				

Key Stage Pastoral Coordinators provide additional non-academic support for students	
KS3 Pastoral Coordinator	KS4 Pastoral Coordinator
Mrs D Cole	Miss E Jones

Year Leaders track and monitor students' progress, attainment, behaviour and attendance. They work to address any underachievement and also work to address serious problems or questions which the form tutor has not been able to resolve.			
Year Leader	Year Leader	Year Leader	Year Leader
Year 7 and Transition	Year 8	Year 9	Years 10 and 11
Mr M Poeti	Mr S Watkins	Mr G Lester-Smith	Mrs N Worsell

Emails to individual staff will be responded to within 2 working days.

Please note that we do not respond to emails in the evenings (after 4pm), over the weekends, or during school holiday periods.

Please also note that copying multiple staff into emails does not mean that you will receive a faster response, and may even complicate the process.

The following emails are monitored on a daily basis during the school day and, if used, may result in a faster response:

Yr7contact@woolmerhill.surrey.sch.uk

Yr8contact@woolmerhill.surrey.sch.uk

Yr9contact@woolmerhill.surrey.sch.uk

Yr10contact@woolmerhill.surrey.sch.uk

Yr11contact@woolmerhill.surrey.sch.uk

For concerns or questions about special educational needs and/or disabilities the SENDCo is Mrs A Neil who can be contacted via telephone (01428 654055) or via email

aneil@woolmerhill.surrey.sch.uk

For any safeguarding or child protection concerns please contact Mrs G Fry (Deputy DSL) or Mr P Barraud (DSL) via telephone (01428 6543055), or via the dedicated DSL email address

dsl@woolmerhill.surrey.sch.uk

Assistant Headteachers and the Deputy Headteacher line manage curriculum areas and Year Leaders and work to address very serious problems or questions where Year Leaders or Subject Leaders have not been able to resolve the issue.

Assistant Headteacher Teaching and Learning	Assistant Headteacher Curriculum	Deputy Headteacher Pastoral and Standards
Mr D Clayton	Mr S Williams	Mr P Barraud

The Headteacher, Miss C Talbot, works to address extremely serious problems or questions which the Assistant Headteachers or Deputy Headteacher have been unable to resolve.

She can be contacted through her PA Mrs G Keeley via telephone or via email

head@woolmerhill.surrey.sch.uk