

Communication List

Wrotham School aims to provide the best service to parents when dealing with the communications you wish to make involving your child or the work of the wider school community. In order to do this in the best possible way and to respond to your questions promptly it is important we maintain clear routes of contact.

We have lots of information on a comprehensive calendar that can be found on the school website at www.wrothamschool.com please check here for policies, news, general information and diary dates.

Our Facebook page www.facebook.com/wrothamschool is a good place to check in for all of our latest news and student achievements. We also use this page in conjunction with the website, parent mail and keep kids safe to notify you of school closures and emergency information.

Please use the information below to ensure you reach the right person for your question.

General Enquiries:

Headteacher- Mr M. Cater

Executive Headteacher- Mr M Wright

School Address:

Wrotham School, Borough Green Road, Wrotham, Sevenoaks, Kent, TN15 7RD

School Phone Number/ Reception

01732 884207

For Attendance and Absence :	attendance@wrotham.kent.sch.uk
Enquiries/ Appointments	office@wrotham.kent.sch.uk
Finance:	admin@wrotham.kent.sch.uk
Parent Portal:	parentportal@wrotham.kent.sch.uk
Governors:	rmartin@wrotham.kent.sch.uk

Please address all communication to governors FAO Sheila Smith, Chair Of Governors.

Contacting The Pastoral Team

The pastoral team is the first point of contact for any issues relating to behaviour, general progress of your child, bullying concerns, student welfare, e-safety issues, rewards, sanctions and graduation.

YEAR 11

Mrs S Williams swilliams@wrotham.kent.sch.uk

YEAR 10

Mr D Scott dscott@wrotham.kent.sch.uk

YEAR 9

Mr D Weeks dweeks@wrotham.kent.sch.uk

YEAR 8

Mr A Bishop abishop@wrotham.kent.sch.uk

YEAR 7

Mrs A Sanders asanders@wrotham.kent.sch.uk

SITXH FORM

Head of Sixth Form

Mrs A Hollinshead

ahollinshead@wrotham.kent.sch.uk

6th Form Attendance, Welfare and Careers

Mrs P Cheval

pcheval@wrotham.kent.sch.uk

SAFEGUARDING TEAM/ STUDENT WELFARE

If you would like to discuss the welfare, physical/ mental health or safety of a child please contact the following members of staff:

Mrs S Groves (**Safeguarding**)

sgroves@wrotham.kent.sch.uk

Mrs R Delauney (**Student Welfare/ Upper School Pastoral Support**)

rdelauney@wrotham.kent.sch.uk

Mrs S Fuller (**Student Welfare/ Middle Pastoral Support**)

sfuller@wrotham.kent.sch.uk

ATTENDANCE

Mrs L Marchant

attendance@wrotham.kent.sch.uk

FIRST AID

sreeve@wrotham.kent.sch.uk (or contact reception by telephone)

Contacting subject leaders and teachers

In order to contact a specific subject teacher or progress tutor please send your request, stating the department leader you wish to speak with, to the following address to process:

office@wrotham.kent.sch.uk

DEPARTMENT LEADERS

ENGLISH	Mrs Patt
MATHS	Mrs Rushanthan
SCIENCE	Mrs Zdyłowski

GEOGRAPHY/ RE	Mrs Peck/ Mrs Hall
HISTORY	Mr Boudreau
ART AND DESIGN TECHNOLOGY	Mrs Clement
PERFORMING ARTS	Miss Strachan
PE/ SPORT	Mr Friend
FOOD TECHNOLOGY	Miss McBride
MODERN FOREIGN LANGUAGES	Mrs Thompson
SOCIAL SCIENCES (6TH FORM)	Mrs Williams
BUSINESS STUDIES	Mrs Allen

SEN DEPARTMENT

To discuss special educational needs, extra time, support for learning difficulties please contact:

Mrs A Sanders

asanders@wrotham.kent.sch.uk

Contacting the Leadership Team

If the tutors, subject teachers and Heads of year/ Departments are unable to resolve your concern or you wish to discuss a more general issue please contact the leadership team please contact Mrs Lee, PA to the Leadership Team

Mrs K Lee

klee@wrotham.kent.sch.uk

Please address your concerns to the right person by following the guide below:

Mrs Griffin	Mr Zamblera	Miss Ross	Mrs James	Mr Williams	Mrs Dunn
Teaching and Learning	Year 10	Timetable	Sixth Form	Year 6 Transition	Year 9
Year 8	Year 11	Calendar	Careers	SEN	Pastoral and Behaviour Structure
English	Maths	Options	International Baccalaureate	Year 7	Enrichment/ Graduation/ Rewards
Literacy	Revision	Science	UCAS	Catch - up	Sex Ed/ LGBT

Contacting the Headteacher

If you are unable to resolve your concern please arrange an appointment with the Headteacher by contacting the Headteacher's PA Mrs Lee stating the nature of your concern.

klee@wrotham.kent.sch.uk

Contacting the Executive Headteacher

If you are unable to resolve your concern with the Headteacher please arrange an appointment with the Executive Headteacher by contacting the Executive Headteacher's PA Mrs Martin stating the nature of your concern.

rmartin@wrotham.kent.sch.uk

Online Resources

SHOW MY HOMEWORK

<https://showmyhomework.secure.force.com/help/ContactUs>

PARENT PORTAL

parentportal@wrotham.kent.sch.uk

SCO PAY

ldiment@wrotham.kent.sch.uk

REVISION

<https://wrothamrevision.wordpress.com>

Finance Enquiries:

If you have enquiries relating to the canteen, trips, visits, sco-pay, pupil premium support or general finance queries please contact the following:

Mrs L Diment – **Finance Assistant**

ldiment@wrotham.kent.sch.uk

Mrs L Holland – **Finance Manager**

lholland@wrotham.kent.sch.uk

Complaints

To make a complaint please contact the relevant department or member of the leadership team to try and resolve the issue in the first instance using the information above.

If it is not possible to solve your complaint please escalate to the leadership team and the headteacher. Following this, if we are unable to address your concerns to your satisfaction or the complaint is about the Headteacher/ Executive Headteacher please contact the Chair of Governors, FAO Mrs S Smith.

Please see our complaint policy on the school website for more information.

If you are unsure of where to direct your concerns please email Mrs R Martin

rmartin@wrotham.kent.sch.uk

If you feel your complaint is serious, involves a member of staff or a more general community issue please contact the Headteacher by emailing Mrs K Lee, PA to Headteacher.

klee@wrotham.kent.sch.uk

END