

Query	Responsible Person/Team	Contact
Absence Line (AM or Full Day)	Attendance Improvement Officer/Absence Line	attendance@stratfordschool.co.uk or 01789 209296
Leaving school for medical appointments (<i>incl. signing out for opticians, orthodontist etc.</i>)	ASR	ASR@stratfordschool.co.uk
Medical or First Aid	ASR	ASR@stratfordschool.co.uk
Second-hand Uniform Shop	ASR	2ndhanduniform@stratfordschool.co.uk
Change in personal details (<i>address, emergency contacts, etc.</i>)	Administration Team	admin@stratfordschool.co.uk
Term dates/school events	Website or Administration Team	staff@stratfordschool.co.uk
Learning/Classroom Queries <i>e.g. struggling with certain lessons or subjects</i>	Class Teacher of the specific subject If it relates to more than one subject – Year Group Progress Leader	Email = first initial then surname @stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk Progress Leaders: Stratford upon Avon School - Staff Contacts
Behaviour/Detentions	Staff member responsible for issuing the event can be found on MCAS.	Email = first initial then surname @stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
Technical advice or issues (<i>including Teams logins and passwords</i>)	IT and Network Team	helpdesk@stratfordschool.co.uk
Issues involving MCAS	Exams and Data Team	examsanddata@stratfordschool.co.uk
Trip/Event Payments & Details Top ups & Lunch Money	ParentMail Administrator	parentmail@stratfordschool.co.uk
Financial Assistance		financialassistance@stratfordschool.co.uk
Friendship or social issues, concerns over bullying etc.	Form Tutor	Email = first initial then surname @stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
Safeguarding Concerns	College Leader If it relates to a member of staff please contact either Karen Berwick (Designated Safeguarding Lead) or Neil Wallace (Head Teacher)	Stratford upon Avon School - Staff Contacts