Who Do I Contact For…?

If in doubt, email
staff@stratfordschool.co.uk

Stratford upon Avon School & Sixth Form

Query	Staff Responsible	Contact
GENERAL ENQUIRIES		staff@stratfordschool.co.uk
ABSENCE LINE (AM OR FULL DAY)	Attendance Improvement Officer/Absence Line	attendance@stratfordschool.co.uk or 01789 209296
STUDENT SUPPORT (e.g. bullying or social issues)	Form Tutor	[initial][surname] @stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
LEAVING SCHOOL FOR MEDICAL APPOINTMENTS (e.g. signing out for opticians, orthodontist etc.)	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 (address, emergency contacts, etc.)	Admin Team	admin@stratfordschool.co.uk
TERM DATES & SCHOOL EVENTS	Website or Administration Team	staff@stratfordschool.co.uk
LEARNING/CLASSROOM QUERIES (e.g. struggling with certain lessons or subjects)	(for a specific subject) Class Teacher (for more than one subject) Progress Leader	Class Teacher [initial] [surname]@stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk **Progress Leader Year 7** – Mr P Turrell pturrell@stratfordschool.co.uk **Year 8** – Mr A Dionisi adionisi@stratfordschool.co.uk **Year 9** – Mr R Williams rwilliams@stratfordschool.co.uk **Year 10** – Ms R Parsons rparsons@stratfordschool.co.uk **Year 11** – Ms K Toth ktoth@stratfordschool.co.uk
BEHAVIOUR OR DETENTIONS	Staff member responsible for issuing the event (can be found on MCAS)	[initial] [surname] @stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
TECHNICAL ADVICE OR IT ISSUES (including Teams logins / passwords)	IT and Network Team	helpdesk@stratfordschool.co.uk
MCAS/STUDENT PORTAL ISSUES	Exams and Data Team	examsanddata@stratfordschool.co.uk
PARENTMAIL (top-ups & lunch money) TRIPS & EVENTS (Payments & Details)	ParentMail Administrator	parentmail@stratfordschool.co.uk
FINANCIAL ASSISTANCE		financialassistance@stratfordschool.co.uk
SAFEGUARDING CONCERNS	College Leader If it relates to a member of staff please contact either Fiona Shaw (Designated Safeguarding Lead) or Neil Wallace (Head Teacher)	Lower School College lowercollege@stratfordschool.co.uk Upper School College uppercollege@stratfordschool.co.uk