

# Who Do I Contact For...?

If in doubt, email [staff@stratfordschool.co.uk](mailto:staff@stratfordschool.co.uk)

Query	Staff Responsible	Contact
<b>General Enquiries</b>		<a href="mailto:staff@stratfordschool.co.uk">staff@stratfordschool.co.uk</a>
<b>Absence Line (AM or Full Day)</b>	Attendance Improvement Officer/Absence Line	<a href="mailto:attendance@stratfordschool.co.uk">attendance@stratfordschool.co.uk</a> or 01789 209296
<b>Student Support</b> (e.g. Bullying or Social Issues)	Form Tutor	[initial][surname]@stratfordschool.co.uk e.g. <a href="mailto:jbloggs@stratfordschool.co.uk">jbloggs@stratfordschool.co.uk</a>
<b><u>Leaving school</u> for medical appointments</b> (e.g. signing out for opticians, orthodontist etc.)	ASR	<a href="mailto:ASR@stratfordschool.co.uk">ASR@stratfordschool.co.uk</a>
<b>Medical or First Aid</b>	ASR	<a href="mailto:ASR@stratfordschool.co.uk">ASR@stratfordschool.co.uk</a>
<b>Second-hand Uniform Shop</b>	ASR	<a href="mailto:2ndhanduniform@stratfordschool.co.uk">2ndhanduniform@stratfordschool.co.uk</a>
<b>Change in personal details</b> (address, emergency contacts, etc.)	Admin Team	<a href="mailto:admin@stratfordschool.co.uk">admin@stratfordschool.co.uk</a>
<b>Term Dates &amp; School Events</b>	Website or Administration Team	<a href="mailto:staff@stratfordschool.co.uk">staff@stratfordschool.co.uk</a>
<b>Learning/Classroom Queries</b> (e.g. struggling with certain lessons or subjects)	(for a specific subject) Class Teacher  (for more than one subject) Progress Leader	<b>Class Teacher</b> [initial][surname]@stratfordschool.co.uk e.g. <a href="mailto:jbloggs@stratfordschool.co.uk">jbloggs@stratfordschool.co.uk</a>  <b>Progress Leader</b> Year 7 – Mr P Turrell <a href="mailto:pturrell@stratfordschool.co.uk">pturrell@stratfordschool.co.uk</a>  Year 8 – Mr A Dionisi <a href="mailto:adionisi@stratfordschool.co.uk">adionisi@stratfordschool.co.uk</a>  Year 9 – Mr R Williams <a href="mailto:rwilliams@stratfordschool.co.uk">rwilliams@stratfordschool.co.uk</a>  Year 10 – Ms B O'Neill <a href="mailto:boneill@stratfordschool.co.uk">boneill@stratfordschool.co.uk</a>  Year 11 – Mr L Billingham <a href="mailto:lbillingham@stratfordschool.co.uk">lbillingham@stratfordschool.co.uk</a>
<b>Behaviour or Detentions</b>	Staff member responsible for issuing the event (can be found on MCAS)	[initial][surname]@stratfordschool.co.uk e.g. <a href="mailto:jbloggs@stratfordschool.co.uk">jbloggs@stratfordschool.co.uk</a>
<b>Technical advice or IT issues</b> (including student logins / passwords)	IT and Network Team	<a href="mailto:helpdesk@stratfordschool.co.uk">helpdesk@stratfordschool.co.uk</a>
<b>MCAS (MyChildAtSchool)</b>	Exams and Data Team	<a href="mailto:examsanddata@stratfordschool.co.uk">examsanddata@stratfordschool.co.uk</a>
<b>ParentMail</b> (Top ups & Lunch Money) <b>Trips &amp; Events</b> (Payments & Details)	ParentMail Administrator	<a href="mailto:parentmail@stratfordschool.co.uk">parentmail@stratfordschool.co.uk</a>
<b>Financial Assistance</b>		<a href="mailto:financialassistance@stratfordschool.co.uk">financialassistance@stratfordschool.co.uk</a>
<b>Safeguarding Concerns</b>	College Leader If it relates to a member of staff please contact either Karen Berwick (Designated Safeguarding Lead) or Neil Wallace (Head Teacher)	Lower School College <a href="mailto:lowercollege@stratfordschool.co.uk">lowercollege@stratfordschool.co.uk</a>  Upper School College <a href="mailto:uppercollege@stratfordschool.co.uk">uppercollege@stratfordschool.co.uk</a>