

Who Do I Contact For...?

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

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 <i>(e.g. Bullying or Social Issues)</i>	Form Tutor	[initial][surname]@stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
Leaving school for medical appointments <i>(e.g. 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>	Admin 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>	<i>(for a specific subject)</i> Class Teacher <i>(for more than one subject)</i> 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 – Mr L Billingham lbillingham@stratfordschool.co.uk
Behaviour or Detentions	Staff member responsible for issuing the event <i>(can be found on MCAS)</i>	[initial][surname]@stratfordschool.co.uk e.g. jbloggs@stratfordschool.co.uk
Technical advice or IT issues <i>(including Teams logins / passwords)</i>	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 <i>If it relates to a member of staff please contact either Karen Berwick (Designated Safeguarding Lead) or Neil Wallace (Head Teacher)</i>	Lower School College lowercollege@stratfordschool.co.uk Upper School College uppercollege@stratfordschool.co.uk