

Parental Communication from September 2021

As you are aware, we have moved to a Year Group system for our pastoral support. The key member of staff for your child is their Form Tutor, and the vast majority of queries or concerns should be directed to your child's Form Tutor in the first instance. As all Form Tutors have large teaching commitments, please email your child's Form Tutor with the information that you wish to share or to request a phone call. Form Tutors have 25 minutes of Form Tutor administration time four afternoons a week, 15.00-15.25 (not Wednesdays) so this is the most likely time when they will reply to your email or telephone you. All email addresses are available [here](#)

If you need to speak to your child's Deputy Head of Year or Head of Year, please email them with the information that you wish to share or to request a phone call. Alternatively, you can call the school office to leave a message.

Year	Deputy Head of Year	Head of Year
7	Mrs K Hurst	Miss S Tapscott
8	Mrs Z Detheridge	Mr J Wright
9	Mrs R Cooper	Miss S Johnson
10	Mrs K Bramwell	Miss N Hodgson
11	Mrs L Roberts	Mrs L Parr

The Head of Year or Deputy Head of Year will aim to contact you within 24 hours during the working week.

If you consider that a student is at immediate risk of harm please call the school office on 01904 686400 and ask for an available member of the Safeguarding Team. Ms Simpson is Designated Safeguarding Lead and Miss Johnson is Deputy Designated Safeguarding Lead. The safeguarding team can also be contacted on safeguarding@millthorpe.southbank.academy.

On most occasions, queries can be resolved via telephone or email. If you would like to request a face to face meeting, this must be agreed in advance at a mutually convenient time. The school is unable to accommodate visitors onto the site without prior arrangement.