

When you need to speak to someone about...

Subjects	Pastoral	Safeguarding	SEND	Administration
Where you have a query about a specific timetabled Subject. Please raise your query with your child's Subject teacher in the first instance. This includes Subject detentions.	Pastoral care covers our support of your child's individual needs, their emotional wellbeing, including friendships and helping them with any personal problems they may be experiencing at school, on the bus or at home. This includes Pastoral detentions	Safeguarding covers concerns for the safety of any pupil at our school <i>Please note: if you feel a child is at risk of immediate harm, please call the Police on 999</i>	Where you have a query related to your child's additional need.	Where you have a query about administration issues such as; Scopay, bus passes, SIMS app, trips, lost property, confiscated phones, medical, absence
Please call Reception to request contact with the Subject teacher, Alternatively, you can e-mail: office@purbeck.dorset.sch.uk Please put the name of the teacher in the subject box.				
If the issue has not been resolved please contact the Head of Department for the relevant subject. (see notes section below for location of contact details)	Please contact your child's Form Tutor to discuss the concern. Email marking clearly the name of the Tutor to - office@purbeck.dorset.sch.uk	Please call Reception and ask to speak to one of our Safeguarding Team. If the situation is urgent please speak in person, do not email. Mrs Gregory vgregory@purbeck.dorset.sch.uk Rachel Stevens – 01929 507054 rstevens@purbeck.dorset.sch.uk Claire Smith csmith@purbeck.dorset.sch.uk Depending on the nature of the information you provide, we may be unable to give you any feedback on actions taken.	Please contact your child's Form Tutor to discuss your concerns. Email marking clearly the name of the Tutor to office@purbeck.dorset.sch.uk	Please contact Reception to discuss the issue, they work closely with Student Services and will direct your query to the appropriate person. 01929 550077 office@purbeck.dorset.sch.uk please put the nature of your query in the subject box
If you feel the issue has not been resolved please contact the Senior Leadership link for that subject area (see notes section below for the location of contact details)	If you feel the issue has not been resolved please contact the relevant House Leader: Skylark – Mr Deremaux jderemaux@purbeck.dorset.sch.uk Swift – Mrs Robinson rrobinson@purbeck.dorset.sch.uk Kestrel – Miss Yarnold kyarnold@purbeck.dorset.sch.uk Kingfisher – Mr Hunt nhunt@purbeck.dorset.sch.uk	If you feel the issue has not be resolved or you have further concerns, please contact the Children's Advice and Duty Service (CHAD) on 01202 228866	If you feel the issue has not been resolved please contact our SENCO, Miss Becky Alls ralls@purbeck.dorset.sch.uk or our Senior TA is Ms Ellie Woodcock ewoodcock@purbeck.dorset.sch.uk	If you feel the issue has not been resolved please contact our Office Manager, Mrs Penney spenney@purbeck.dorset.sch.uk
	If you feel the issues has not been resolved please contact our Assistant Headteacher Mrs Gregory vgregory@purbeck.dorset.sch.uk			
Please make an appointment to see our Headteacher, Mr Darley, if the issue has still not been resolved after following the steps above. Please contact the Headteacher's PA - Mrs Penney spenney@purbeck.dorset.sch.uk				

Notes:

- For your information - many of our school procedures and protocols can be found in the policy section of the school website.
- After contact is made with school we aim to respond to queries within 2 working days
- Contact details for all staff can be found via our website. Go to Information – Staff