WHO TO CONTACT WHEN YOU HAVE A QUERY – FROM SEPTEMBER 2023

PERSONAL DEVELOPMENT

- Behaviour
- Attendance
- Health
- Wellbeing/personal development

- Subject specific
- Subject progress and assessment
- Subject reports
- Revision
- Parents' evenings

To: Form Tutor

Cc: Personal Development Leader/ Student Welfare Officer/Attendance Intervention Mentor (Tutor will act as facilitator)



Subject specific

To: Class teacher and

Head of

Faculty/Department

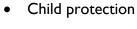
Cc: Form Tutor

CAREERS TRIPS & VISITS

- Careers
- Work Experience
- College applications
- **Apprenticeships**

Trips/visits

- Payment schedule
- Further information



Family crisis

- Police involvement
- Social services
- Cognition and learning
- Communication and interaction

SAFEGUARDING/SEN

- Sensory and/or Physical
- SEMH (social, emotional, mental health)



Careers

To: Leanne Sherwood Cc: Form Tutor

Trips/visits

To: Lead member of staff on

original trip letter Cc: Form Tutor



To: Nicola Hosking (Designated Safeguarding Lead)

Or

To: Kate Finlay (Special Education Needs Coordinator - SENCo)

Refer to the school website for personnel information.

All school email addresses have the following format: First initial then Surname@penair.cornwall.sch.uk

	Personal Development Leader	Student Welfare Officer	Attendance Intervention Mentor (s)	Generic e-mail contact
Year 7	Mr L Trivett	Mrs M Colclough	Miss A White	Year2028@penair.cornwall.sch.uk
Year 8	Miss M Russell	Mr I Jones	Ms C Evans	Year2027@penair.cornwall.sch.uk
Year 9	Mrs Hutchinson	Mrs A Griffiths	Ms R Arabin	Year2026@penair.cornwall.sch.uk
Year 10	Mr R Edworthy	Mrs A Toms	Mrs E Sheffield	Year2025@penair.cornwall.sch.uk
Year	Mr Greenwood	Mrs H Thomas	Mr L McKinnell	Year2024@penair.cornwall.sch.uk

Home School Attendance Officer – Mrs R Rhule