

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

QUERY

PERSONAL DEVELOPMENT

- Behaviour
- Attendance
- Health
- Wellbeing/personal development



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

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



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



Careers
To: Leanne Sherwood
Cc: Form Tutor

Trips/visits
To: Lead member of staff on
original trip letter
Cc: Form Tutor

SAFEGUARDING/SEN

- Family crisis
- Child protection
- Police involvement
- Social services
- Cognition and learning
- Communication and interaction
- Sensory and/or Physical
- SEMH (social, emotional, mental health)



To: Nicola Hosking (Designated
Safeguarding Lead)

Or

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

WHO TO EMAIL

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 11	Mr Greenwood	Mrs H Thomas	Mr L McKinnell	Year2024@penair.cornwall.sch.uk

Home School Attendance Officer – Mrs R Rhule