

RCL/TBA/LDA

4 September 2023

Dear Parents and Carers

Re: Pathways of communication when contacting the academy 2023-2024

We hope this letter finds you and your respective families well after a relaxing summer break.

We are writing to you to reiterate the pathways of communication when contacting the academy. Therefore, please note the following:

We have two separate campus telephone numbers as highlighted via the website. For our **Mill Road Campus** and in relation to **Years' 7 and 8** matters, the number is **01621 879803**. For our **Fambridge Road Campus** and in relation to **Years' 9-13**, it is **01621 854681**.

As has been highlighted on numerous occasions over several years now, there are two main avenues of communication a parent/carer may pursue should they feel the need to do so:

<u>Pastoral matters</u> relating to the welfare and wellbeing of your child	<u>Subject matters</u> relating to your child's classroom learning and progress
Contact your child's Assistant Head of Year in the first instance	Contact your child's class teacher in the first instance
The next stage of contact would be with your child's Head of Year	The next stage of contact would be with the area's Subject or Key Stage Leader <i>The class teacher will be able to clarify who this is</i>
The next stage of contact would be with your child's Campus Lead <ul style="list-style-type: none"> • For Years' 7 and 8 and Mill Road, it would be Mrs Everett – 01621 879803 • For Years' 9-13 and Fambridge Road, it would be Mr Meadows - 01621 854681 	The next stage of contact would be with the subject's Faculty Leader <i>The Subject or Key Stage Leader will be able clarify who this is</i>
The next stage of contact would be with Mr Stoneman , Vice Principal	The next stage of contact would be with the area's designated Senior Leader <i>The Faculty Leader will be able to clarify who this is</i>
The next stage of contact would be with Mrs Clark , Joint Head of Academy	The next stage of contact would be with Mr Baster , Joint Head of Academy

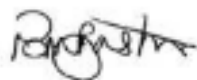
To further assist with any communication with the academy, please find a direct link to our latest staffing contacts and their direct email addresses: www.plume.essex.sch.uk/staff-contacts

A number of you will of course need to make direct contact with members of our team of staff outside of these two core strands and that could be in relation to SEND, Pupil Premium or academy uniform matters. We are confident those of you who need to, know how to contact our SEND Faculty, however, please note the following names and direct email addresses:

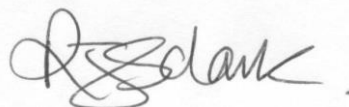
- For any **SEND** related matters at Mill Road [Years 7-8], please email Mrs Farmer via: j.farmer@plume.essex.sch.uk
- For any **SEND** related matters at Fambridge Road [Years 9-13], please email Mrs Archer via: s.archer@plume.essex.sch.uk
- For any **Pupil Premium** related matters, please email Mrs Frost via: J.Frost@plume.essex.sch.uk
- For any **uniform** related matters, please contact Mr Scott in the first instance via: R.Scott@plume.essex.sch.uk

Moving forward, and as many of you already do of course, we would appreciate your support in adhering to these pathways of communication as by doing so, it will invariably help to have your point, issue or concern heard, dealt with and resolved as quickly and as effectively as possible.

Yours sincerely



Mr T Baster
Joint Head of Academy



Mrs R Clark
Joint Head of Academy

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