

CWA/LDA/GHA

5 September 2022

Dear Parents and Carers

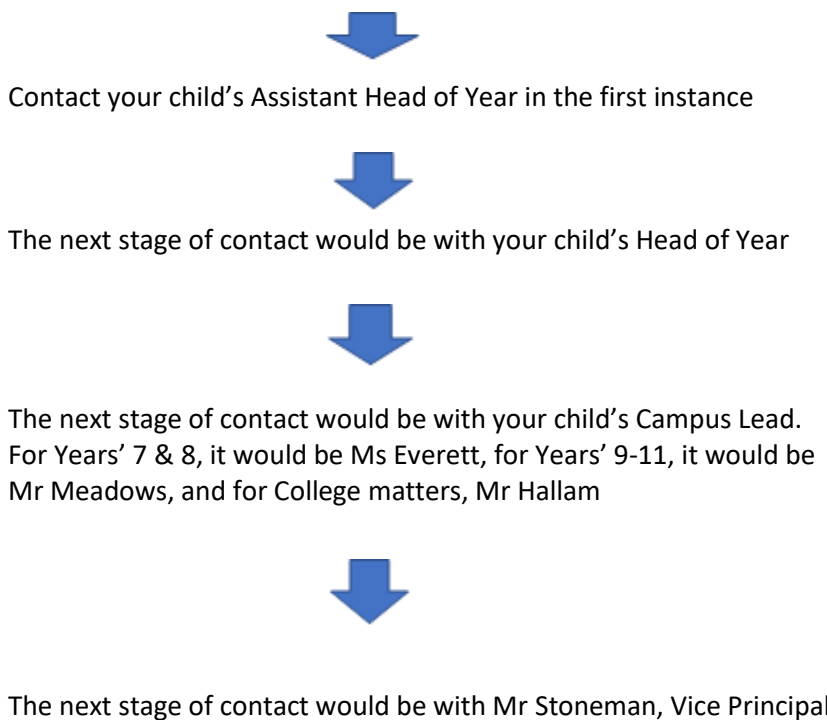
**Re: Pathways of Communication to Follow when Contacting the Academy**

First of all, I hope this letter finds you and your respective families well after what I also hope was a pleasant summer break.

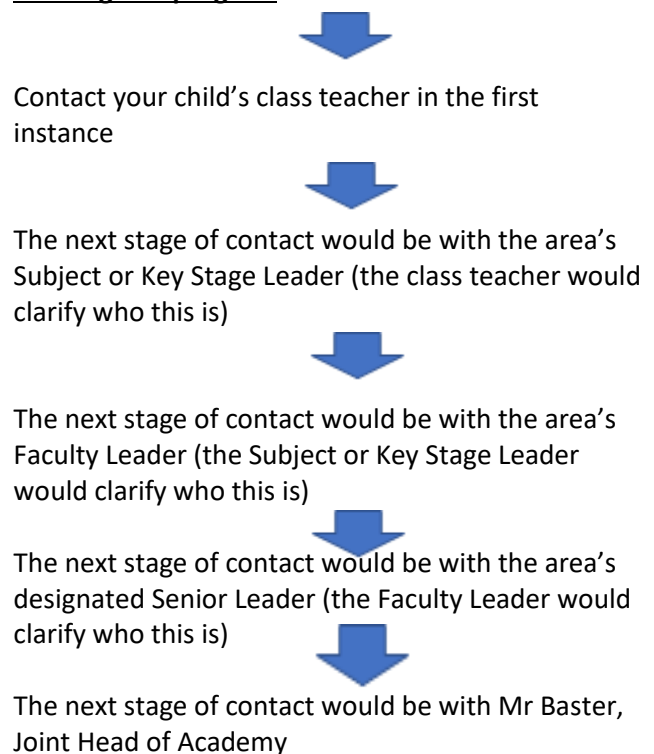
I am writing to clarify the pathways of communication to follow when contacting the academy. Therefore, please note the following:

- 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** matters, it is **01621 854681**.
- As has been highlighted on numerous occasions over several years now (but not for our new Year 7 and Year 12 families of course), there are two main avenues of communication a parent/carer may pursue should they feel the need to do so:

**Pastoral matters relating to the welfare and wellbeing of your child**



**Subject matters relating to your child's classroom learning and progress**



The next stage of contact would be with Mrs Clark, Joint Head of Academy



The next stage of contact would be with me



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](http://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. I am 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 **Pupil Premium** related matters, please email Mrs Frost via: [J.Frost@plume.essex.sch.uk](mailto:J.Frost@plume.essex.sch.uk) or Ms Wilks via: [J.Wilks@plume.essex.sch.uk](mailto:J.Wilks@plume.essex.sch.uk)
- For any **uniform** related matters, please contact Mr Scott in the first instance via: [R.Scott@plume.essex.sch.uk](mailto:R.Scott@plume.essex.sch.uk)

Moving forward, and as many of you continue to do of course, I 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 C A Wakefield**  
Executive Principal

The next stage of contact would be with me

