

16th September 2009

Dear Parent/Carer

Effective communication between school and the home is an important feature in terms of the quality of service a school provides to its parents/carers. I am keen to ensure that, at Ashmole, we strive to maintain the highest quality of service that a school could provide. In an effort to maintain that standard, I have provided below details of who to contact at the school when a parent/carer needs to.

The school has two distinctive structures:

1. The Faculty Structure that manages the school's curriculum and teaching.
2. The Pastoral Structure that manages student welfare and attendance.

The Faculty Structure consists of eight Faculties with several Faculties having smaller departments within it. The Faculty is managed by a Head of Faculty. There is also a member of my Leadership Team attached to each Faculty.

The Pastoral Structure consists of eight Year Groups, each managed by a Head of Tutorial Support. There is also a member of my Leadership Team attached to each Year Group and is responsible for the leadership of that year.

If a parent/carer needs to contact the school, in the first instance, the contact will be to the tutor or subject teacher. Should a need arise requiring the matter to be dealt with by a more senior member of staff, my advice is to contact the Head of Faculty or Head of Tutorial Support. If matters are such that you are considering contacting me, please contact the link member of the Leadership Team in the first instance, who should be able to resolve matters for you. The attached chart should assist you in identifying who to contact.

The school also has a system for handling matters when things go wrong. If you have tried to contact the school and no-one has got back to you, please contact Mrs Willmott, Head of School Administration who will ensure that your issue is dealt with effectively. If you are dissatisfied with something at the school and wish to make a complaint, the first point of contact will be the Leadership Team member. Ultimately, if matters are not resolved, please bring the complaint to my notice, so that I can personally deal with the issue.

Finally, the school has two Deputy Head Teachers who, in my absence, will serve as the Acting Head Teacher. Ms Barnes, Deputy Head Teacher, is mainly responsible for student matters and takes an overview of Years 8-11 and school uniform. Ms Hawkes, Deputy Head Teacher, is mainly responsible for the quality of service at the school and for training. Ms Hawkes has an overview of Year 7.

I trust that with this knowledge, your experience of Ashmole School will continue to be of the highest standard.

Yours sincerely

D Brown
Head Teacher

FACULTY STRUCTURE 2009/10

Faculty Name	English	Science	Maths & ICT	Humanities	Performing Arts	Languages	Learning Support	Technology & Visual Arts
Departments within Faculty	None	Biology, Chemistry, General Science, Physics, Psychology	ICT, Maths	Business Studies, Geography, History, RE	Drama, Music, PE	French, German, Spanish	None	Art, Media, Technology
Leadership Team Member	Ms Barnes	Ms Hawkes	Mr Dhinsa	Mr Bray	Mr Sullivan	Mr Wilson	Ms Barnes	Mr Das
Head of Faculty	Ms Doherty	Mr Hague	Mr Di Leo	Ms M Hendry	Mr Smith	Miss Moon	Mrs Elvin	Mrs McLaren
Head of Department	None	Biology: Miss Shipton Chemistry: Ms Hart General Science: Mr O'Dwyer Physics: Mr Bernard	ICT: Ms Sinclair Maths: Mr Gallacher	Business Studies: Miss Leverington Geography: Miss L Hendry History: Ms Hussain RE: Miss Mann	Drama: Mr Smith Music: Ms Augustyniak PE: Mr Garvey	French: Miss Moon German: Ms Marshall Spanish: Miss Meech	None	Art: Ms Edwards Media: Mr Bruce Technology: Mrs McLaren

PASTORAL STRUCTURE 2009/10

Year Group	7	8	9	10	11	12	13
Leadership Team Member	Ms Hawkes	Mr Das	Mr Dhinsa	Mr Wilson	Mr Bray	Mr Sullivan	Mr Sullivan
Head of Tutorial Support	Ms Burton	Mr Thurley	Ms Lashley	Mr Campbell	Mr McGinley	Mrs Ireland	Mrs Ireland