



Stewards Academy Parental Communication Information

How we deal with your concerns

To ensure that your communication or concerns are dealt with by the appropriate member of staff, you will find below specific contact details for each member of staff. Contact with the relevant member of staff may be made by email, telephone or letter. **Our preferred method is email** as this is the most efficient way of communicating in school.

We will always try to acknowledge your communication within 24 hours, excluding weekends and will respond as soon as possible thereafter. Please note that part-time staff may take longer to respond.

To deal with your concerns personally, if contact is made via email **staff will respond to you by phone call.**

We are confident that our current procedures are sufficient and that we can alleviate any concerns you may have. Please be aware, however, that comprehensive solutions often require adequate information to be gathered. This inevitably requires time to gather the necessary statements/paperwork. We would therefore try to dissuade parents from arriving at the school without an appointment as the person they wish to see may be unavailable or may not have the appropriate information to hand.

We would always hope that we would have the opportunity to resolve parental concerns. If, however, having followed each stage of our procedures, you are still not satisfied then please contact the Headteacher in writing. A copy of our Concerns & Complaints Policy is available on our website under School Documents - Policies.

When emailing the school, please provide:

- Your child's name and tutor group
- Details of your communication or concern
- Phone contact details and the most convenient time for a phone call

When ringing the school, please:

- Note that in most cases it will not be possible to speak directly with the staff member concerned immediately
- Note that reception staff will email the relevant member of staff on your behalf
- Provide your child's name and tutor group
- Provide details of your communication or concern
- Provide phone contact details and the most convenient time for a phone call

Compliments

The acknowledgement and celebration of success undoubtedly plays an important role in the motivation of both staff and students at Stewards Academy. We are grateful for any positive feedback that you may have regarding the work of all members of our school community (students, staff and support services). Feedback can take many forms;

A written letter of thanks (often posted on a staff notice board), an e-mail (circulated electronically to relevant staff), a response in one of our parental surveys (seen by staff and governors) or oral feedback at events or Parent Evenings (passed on via staff briefing).

Achievements

It is always great to hear about your child's achievements out of school. Please keep us informed via email so we can celebrate their achievements with them.

Parental Contact Information

Stewards Academy, Parnall Road, Harlow, Essex, CM187NQ

(01279) 421951

admin@stewardsacademy.org

Chair of Governors	Mr J Tarling	c/o crogers@stewardsacademy.org
Headteacher	Mrs H Ginger	c/o dsouter@stewardsacademy.org
School Business Manager	Mrs A Avis	aavis@stewardsacademy.org
Clerk to Governors	Mrs C Rogers	crogers@stewardsacademy.org
PA to Headteacher	Mrs D Souter	dsouter@stewardsacademy.org
Senior Deputy Headteacher	Mr M Scholtes	mscholtes@stewardsacademy.org
Deputy Headteachers	Mrs S Goddard [part time]	sgoddard@stewardsacademy.org
	Mrs C O'Sullivan	cosullivan@stewardsacademy.org
	Mr S Preece	spreece@stewardsacademy.org
Assistant Headteachers	Mrs J Bartlett	jbartlett@stewardsacademy.org
	Mrs D da Vighi	ddavighi@stewardsacademy.org
	Miss J Francis [part time]	jfrancis@stewardsacademy.org
	Mr M Harman	mharman@stewardsacademy.org
	Mr R Perrin	rperrin@stewardsacademy.org
	Mrs D Ramsey	dramsey@stewardsacademy.org
	Mrs H Sherwood	hsherwood@stewardsacademy.org
Senior Lead Practitioner	Mr A Laing	alaing@stewardsacademy.org
Lead Practitioner	Mr G Hughes	ghughes@stewardsacademy.org

Student Pastoral Issues		
Incidents with other pupils outside lesson times/Home issues/Social Progress/Wellbeing/Perceived unfairness		
Year 7 Pastoral Support	Ms J Morley	jmorley@stewardsacademy.org
Year 8 Pastoral Support	Ms E Coericius	ecoericius@stewardsacademy.org
Year 9 Pastoral Support	Mrs M Ali	mali@stewardsacademy.org
Year 10 Pastoral Support	Mrs E Coulson	ecoulson@stewardsacademy.org
Year 11 Pastoral Support	Mrs M Coates	mcoates@stewardsacademy.org
The Bridge – Inclusion (Referred Pupils Only)		
	Mrs A Atkinson	aatkinson@stewardsacademy.org
	Mrs K Larkin	klarkin@stewardsacademy.org
Integration Team (Referred Pupils Only)		
	Mr T Ford	tford@stewardsacademy.org
	Mr C Davies	cdavies@stewardsacademy.org
Other areas of academic and extra-curricular parental contact are detailed below		
Pupil Attendance	Mrs S Keys-Kidd Mrs D Brazier	skeysidd@stewardsacademy.org dbrazier@stewardsacademy.org
Career Guidance/Work Related Learning	Mr A. Laing Mr G Cooper [part time]	alaing@stewardsacademy.org gcooper@stewardsacademy.org
Special Educational Needs	Mrs A Dykes (PA to SENCO) Mr J Greenway (SENCO)	adykes@stewardsacademy.org jgreenaway@stewardsacademy.org
Safeguarding & Child Protection	Mrs D Ramsey (Designated Safeguarding Lead) Mr T Ford (Deputy Designated Safeguarding Lead)	dramsey@stewardsacademy.org tford@stewardsacademy.org
Student Support/Lost property	Miss N Webb	nwebb@stewardsacademy.org
Medical issues/concerns	Ms L Sams	lsams@stewardsacademy.org
Parent Pay	Mrs J Umpleby	finance2@stewardsacademy.org
School Trips	Mrs S Bishop	sbishop@stewardsacademy.org
Examinations	Mrs G Slater	gslater@stewardsacademy.org
Reading Manager	Mrs C Bailey	cbailey@stewardsacademy.org
Pool and Sport Hall Lettings	Mr N Mann	nmann@stewardsacademy.org

Department Staff Contact Details

Subject Related Matters

Any subject related concerns should in the first instance be directed to your child's classroom teacher.
Email addresses are provided on the following page.

Examples: Academic Progress/IPRs/Direction to Afternoon Prep/An incident during lesson time/Classwork and Homework

Art & Photography

Head of Art & Photography	Miss H Martin	hmartin@stewardsacademy.org
	Mr M Scholtes	mscholtes@stewardsacademy.org
	Miss J Spowart	jspowart@stewardsacademy.org

EAL/MFL

Subject Leader for MFL	Ms L Rafferty	lrafferty@stewardsacademy.org
EAL	Mrs L Annetts [part time]	lannetts@stewardsacademy.org
MFL	Miss E Beckett	ebeckett@stewardsacademy.org
MFL	Ms A Danler-Baumgartner	adanlerbaumgartner@stewardsacademy.org
KS3 MFL	Ms J Sherwin	jsherwin@stewardsacademy.org
MFL	Miss G. Smith	gsmith@stewardsacademy.org
EAL	Mrs K Wichowska	kwichoswki@stewardsacademy.org

English

Subject Leader for English	Mrs R O'Grady	rogrady@stewardsacademy.org
	Miss M Blackett	mblackett@stewardsacademy.org
	Miss J. Buckley	jbuckley@stewardsacademy.org
	Mr J Compton	jcompton@stewardsacademy.org
	Mrs E Houghton – Mat Leave	ehoughton@stewardsacademy.org
	Mr S Ginger	sginger@stewardsacademy.org
	Mrs S Goddard	sgoddard@stewardsacademy.org
SENCO	Mr J Greenaway	jgreenaway@stewardsacademy.org
	Mrs C O'Sullivan	cosullivan@stewardsacademy.org
	Mrs D Ramsey	dramsey@stewardsacademy.org
	Mr P Sadler	psadler@stewardsacademy.org
	Mr S Springthorpe	sspringthorpe@stewardsacademy.org
	Mr G Strachan	gstrachan@stewardsacademy.org
	Miss P Tovey	ptovey@stewardsacademy.org
	Miss N. Wilson	nwilson@stewardsacademy.org

Humanities

Head of Humanities	Mr J King	jking@stewardsacademy.org
Head of Geography	Mr P Hickman	phickman@stewardsacademy.org
Religious Studies	Ms S Amin	samin@stewardsacademy.org
Geography	Ms F Dickinson	fdickinson@stewardsacademy.org
History	Mr S Dougherty	sdougherty@stewardsacademy.org
Geography	Ms E Griffin	egriffin@stewardsacademy.org
History	Mr C Hawk	chawk@stewardsacademy.org
History	Mr S Preece	spreece@stewardsacademy.org
Sociology	Mrs H Sherwood	hsherwood@stewardsacademy.org
Head of RE	Mr R Treamer	rtreamer@stewardsacademy.org

ICT

Head of ICT Faculty	Mr S Locke	slocke@stewardsacademy.org
	Ms J Francis [part time]	jfrancis@stewardsacademy.org
	Mr M Harman	mharman@stewardsacademy.org
	Ms B Rus	brus@stewardsacademy.org

Mathematics

Subject Leader for Maths	Ms L McDevitt	lmcdevitt@stewardsacademy.org
	Ms D Chandler	dchandler@stewardsacademy.org
	Mrs E Gannon	egannon@stewardsacademy.org
	Miss M Garvin	mgarvin@stewardsacademy.org
	Mr M Jamal	mjamal@stewardsacademy.org
	Mrs S Mason	smason@stewardsacademy.org
	Mr E Oranye	eoranye@stewardsacademy.org
	Mr J Phipps	jhipps@stewardsacademy.org
	Ms S Rogers	srogers@stewardsacademy.org
	Mrs T Tant	ttant@stewardsacademy.org
	Mrs E Woolley	ewoolley@stewardsacademy.org

PE

Subject Leader for PE	Mr J Sanders	jsanders@stewardsacademy.org
	Mr G Hughes	ghughes@stewardsacademy.org
	Ms G McGarry	gmcgarry@stewardsacademy.org
	Ms C Venables	cvenables@stewardsacademy.org
	Mr J Young	jyoung@stewardsacademy.org

Performing Arts

Head of Performing Arts/Drama	Ms K Thurley	kthurley@stewardsacademy.org
Subject Leader, Dance	Mrs J Bartlett	jbartlett@stewardsacademy.org
Drama	Mrs D da Vighi	ddavighi@stewardsacademy.org
Drama	Miss H Lindo	hlindo@stewardsacademy.org
Music	Miss D McGruddy	dmcgruddy@stewardsacademy.org
Subject Leader, Music	Ms S. Reeves	sreeves@stewardsacademy.org

Science

Subject Leader for Science	Ms S Ellis	sellis@stewardsacademy.org
	Mr A Coates	acoates@stewardsacademy.org
	Mr J Daniels	jdaniels@stewardsacademy.org
	Miss S. Evans	sevans@stewardsacademy.org
	Mr A Farrow	afarrow@stewardsacademy.org
	Ms K Hemady	khemady@stewardsacademy.org
	Mrs U Manivchuk	umanivchuk@stewardsacademy.org
Subject Leader for Ethics & Values	Ms E Mohamed	emohamed@stewardsacademy.org
	Mr R Nolan	rnolan@stewardsacademy.org
	Mr R Perrin	rperrin@stewardsacademy.org
	Mr R Plested [part time]	rplested@stewardsacademy.org
	Mr M Rew	mrew@stewardsacademy.org

Technology

Head of Technology	Mr J Butler	jbutler@stewardsacademy.org
	Mrs V Edwards	vedwards@stewardsacademy.org
	Mrs C Sergejev [part time]	csergejev@stewardsacademy.org
	Mr A Laing	alaing@stewardsacademy.org
	Mrs T Long	tlong@stewardsacademy.org
	Miss K Stylianou	kstylianou@stewardsacademy.org