

## General Enquiries and Specific Information

Queries relating to...	Staff	Direct Email
General enquiries and information Reporting student absence Unsure who you need to contact	<b>Administration Team</b>	<a href="mailto:admin@lak.318education.co.uk">admin@lak.318education.co.uk</a> (or 01691 622543)
Attendance and Welfare Manager	<b>Mrs A Price</b>	<a href="mailto:amanda.price@lak.318education.co.uk">amanda.price@lak.318education.co.uk</a>
Safeguarding concerns and information (Designated Safeguarding Lead) Special Educational Needs and Disabilities (SENDCo) Children Looked After (Designated Teacher)	<b>Miss A Warren</b>	<a href="mailto:aimee.warren@lak.318education.co.uk">aimee.warren@lak.318education.co.uk</a>
Home to school transport Free School Meals	<b>Finance Office</b>	<a href="mailto:finance@lak.318education.co.uk">finance@lak.318education.co.uk</a>
Careers Education Information, Advice and Guidance (CEIAG)	<b>Mrs V Wilkinson</b>	<a href="mailto:vicky.wilkinson@lak.318education.co.uk">vicky.wilkinson@lak.318education.co.uk</a>

## Form Tutors

Queries relating to students in...	Staff	Direct Email
<b>7B</b> (Blakemere)	<b>Mrs A Evans</b>	<a href="mailto:angharad.evans@lak.318education.co.uk">angharad.evans@lak.318education.co.uk</a>
<b>7C</b> (Colemere)	<b>Mrs D Campbell</b>	<a href="mailto:deborah.campbell@lak.318education.co.uk">deborah.campbell@lak.318education.co.uk</a>
<b>7N</b> (Newtonmere)	<b>Miss L Bellis</b> During Miss Bellis' maternity leave please contact Miss Mansfield - Year Leder for Year 7	<a href="mailto:kirstie.mansfield@lak318education.co.uk">kirstie.mansfield@lak318education.co.uk</a>
<b>7W</b> (Whitemere)	<b>Mrs M Read/Mrs K Saul</b>	<a href="mailto:maisie.read@lak.318education.co.uk">maisie.read@lak.318education.co.uk</a>

<b>8B</b> (Blakemere)	<b>Mrs Z Roberts</b>	<a href="mailto:zoe.roberts@lak.318education.co.uk">zoe.roberts@lak.318education.co.uk</a>
<b>8C</b> (Colemere)	<b>Mrs H Waugh</b>	<a href="mailto:helen.waugh@lak.318education.co.uk">helen.waugh@lak.318education.co.uk</a>
<b>8N</b> (Newtonmere)	<b>Ms E Carter</b>	<a href="mailto:emma.carter@lak.318education.co.uk">emma.carter@lak.318education.co.uk</a>
<b>8W</b> (Whitemere)	<b>Mr S Ratcliffe</b>	<a href="mailto:samuel.ratcliffe@lak.318education.co.uk">samuel.ratcliffe@lak.318education.co.uk</a>
<b>9B</b> (Blakemere)	<b>Miss K Hilton</b>	<a href="mailto:kelly.hilton@lak.318education.co.uk">kelly.hilton@lak.318education.co.uk</a>
<b>9C</b> (Colemere)	<b>Mr T Purslow</b>	<a href="mailto:timothy.purslow@lak.318education.co.uk">timothy.purslow@lak.318education.co.uk</a>
<b>9N</b> (Newtonmere)	<b>Mrs K Williams</b>	<a href="mailto:karen.williams@lak.318education.co.uk">karen.williams@lak.318education.co.uk</a>
<b>9W</b> (Whitemere)	<b>Mrs S Phillips/Mr S Wood</b>	<a href="mailto:stacey.phillips@lak.318education.co.uk">stacey.phillips@lak.318education.co.uk</a>
<b>10B</b> (Blakemere)	<b>Ms P Vardy</b>	<a href="mailto:peta.vardy@lak.318education.co.uk">peta.vardy@lak.318education.co.uk</a>
<b>10C</b> (Colemere)	<b>Ms C Clewlow</b>	<a href="mailto:claire.clewlow@lak.318education.co.uk">claire.clewlow@lak.318education.co.uk</a>
<b>10N</b> (Newtonmere)	<b>Mrs N Parkhurst</b>	<a href="mailto:nicola.parkhurst@lak.318education.co.uk">nicola.parkhurst@lak.318education.co.uk</a>
<b>10W</b> (Whitemere)	<b>Mr J Peebles</b>	<a href="mailto:joseph.peebles@lak.318education.co.uk">joseph.peebles@lak.318education.co.uk</a>
<b>11B</b> (Blakemere)	<b>Mr J Batley</b>	<a href="mailto:jack.batley@lak.318education.co.uk">jack.batley@lak.318education.co.uk</a>
<b>11C</b> (Colemere)	<b>Mr J Smallbone</b>	<a href="mailto:josh.smallbone@lak.318education.co.uk">josh.smallbone@lak.318education.co.uk</a>
<b>11N</b> (Newtonmere)	<b>Mr J Birch/Mr S Wood</b>	<a href="mailto:jamie.birch@lak.318education.co.uk">jamie.birch@lak.318education.co.uk</a>
<b>11W</b> (Whitemere)	<b>Mrs V Heath</b>	<a href="mailto:victoria.heath@lak.318education.co.uk">victoria.heath@lak.318education.co.uk</a>

### Faculty/Subject Leaders

Queries relating to teaching, classes, progress, homework, questions and queries in...	Staff	Direct Email
<b>Creative Arts and Technology</b> (Art, Business, Computing, Design Technology, Drama, Food, Music)	<b>Mrs K Williams</b>	<a href="mailto:karen.williams@lak.318education.co.uk">karen.williams@lak.318education.co.uk</a>
<b>English</b> (including Media)	<b>Miss C Clewlow</b>	<a href="mailto:claire.clewlow@lak.318education.co.uk">claire.clewlow@lak.318education.co.uk</a>
<b>Modern Foreign Languages</b> (French)	<b>Mrs N Parkhurst</b>	<a href="mailto:nicola.parkhurst@lak.318education.co.uk">nicola.parkhurst@lak.318education.co.uk</a>
<b>Humanities</b> (Geography, History and Religious Studies)	<b>Miss A Evans</b>	<a href="mailto:angharad.evans@lak.318education.co.uk">angharad.evans@lak.318education.co.uk</a>
<b>Mathematics</b>	<b>Mrs V Heath</b>	<a href="mailto:victoria.heath@lak.318education.co.uk">victoria.heath@lak.318education.co.uk</a>
<b>Physical Education</b>	<b>Mrs D Campbell</b>	<a href="mailto:deborah.campbell@lak.318education.co.uk">deborah.campbell@lak.318education.co.uk</a>
<b>Science</b>	<b>Mr J Smallbone</b>	<a href="mailto:josh.smallbone@lak.318education.co.uk">josh.smallbone@lak.318education.co.uk</a>
<b>Kettlemere Centre</b>	<b>Mrs J Metcalf</b>	<a href="mailto:julie.metcalf@lak.318education.co.uk">julie.metcalf@lak.318education.co.uk</a>

### Year Leaders

Queries relating to students in...	Staff	Direct Email
<b>Year 7 (and students transitioning from Year 6 into Year 7)</b>	<b>Miss K Mansfield</b>	<a href="mailto:kirstie.mansfield@lak.318education.co.uk">kirstie.mansfield@lak.318education.co.uk</a>

<b>Year 8</b>	<b>Miss Z Marks</b>	<a href="mailto:zoe.marks@lak.318education.co.uk">zoe.marks@lak.318education.co.uk</a>
<b>Year 9</b>	<b>Mrs C Kynaston</b> <b>During Mrs Kynaston's maternity leave, please contact Mrs Wilkinson.</b>	<a href="mailto:victoria.wilkison@lak.318education.co.uk">victoria.wilkison@lak.318education.co.uk</a>
<b>Year 10</b>	<b>Mr J Evans</b>	<a href="mailto:jon.evans@lak.318education.co.uk">jon.evans@lak.318education.co.uk</a>
<b>Year 11 (and students transitioning from Year 11 into post-16)</b>	<b>Mrs R Jones</b>	<a href="mailto:rhiannon.jones@lak.318education.co.uk">rhiannon.jones@lak.318education.co.uk</a>
<b>Senior Leadership Team</b>		
<b>Queries relating to...</b>	<b>Staff</b>	<b>Direct Email</b>
Safeguarding (including Online Safety and Prevent Duty) Designated Teacher for Children Looked After Special Educational Needs and Disabilities (SEND) Exam access arrangements Academy wide literacy and numeracy Rewards	<b>Miss A Warren</b> Assistant Headteacher/ SENDCo	<a href="mailto:aimee.warren@lak.318education.co.uk">aimee.warren@lak.318education.co.uk</a>
Behaviour for learning and relationships Exams Mental Health Academy calendar My Child at School (MCAS)/Management Information System (MIS)	<b>Miss K Preece</b> Assistant Headteacher	<a href="mailto:karen.preece@lak.318education.co.uk">karen.preece@lak.318education.co.uk</a>
Attendance Admissions Enrichment and extra-curricular activities/clubs Stakeholder voice	<b>Mr A Parkhurst</b> Senior Assistant Headteacher	<a href="mailto:andrew.parkhurst@lak.318education.co.uk">andrew.parkhurst@lak.318education.co.uk</a>
Teaching and learning Curriculum Homework Guided choices Pupil Premium Data Protection and Subject Access Requests	<b>Mr G Pyburn</b> Deputy Headteacher	<a href="mailto:gerard.pyburn@lak.318education.co.uk">gerard.pyburn@lak.318education.co.uk</a>

Assessment and reporting Target setting and monitoring Academic intervention Timetable	<b>Mr A Raeside</b> Senior Leadership Team (Outcomes and Standards Leader)	<a href="mailto:alex.raeside@lak.318education.co.uk">alex.raeside@lak.318education.co.uk</a>
	<b>Mr M Hignett</b> Headteacher	<a href="mailto:mark.hignett@lak.318education.co.uk">mark.hignett@lak.318education.co.uk</a>