

Who to Contact

If you have a concern or question about your child's progress, education, or life at school, you should contact the School Main Reception in the first instance. Office staff will always be pleased to advise you as to whom can best deal with your concerns. Please telephone 01939 237000.

To ensure that you can see the most appropriate member of staff to deal with your concern, please consult the table below:

Query / Issue	Contact Name / Email
<ul style="list-style-type: none"> • Main Reception • Day-to-day Arrangements 	01939 237000 enquiries@thomasadams.net
To report an absence <ul style="list-style-type: none"> • Attendance enquiries • Requesting leave during term time 	Mrs S Koopman attendance@thomasadams.net
<ul style="list-style-type: none"> • School Admission Enquiries • Change of student contact details 	Mrs B Howells enquiries@thomasadams.net
<ul style="list-style-type: none"> • Special Education Needs 	Mr D Tunnah (SENCO) dlt@thomasadams.net
<ul style="list-style-type: none"> • Safeguarding 	Miss R Turner (Designated Safeguarding Lead) safeguarding@thomasadams.net
<ul style="list-style-type: none"> • Pastoral Enquiries 	pastoral@thomasadams.net
<ul style="list-style-type: none"> • Boarding House (Adams House) 	Mrs N Cooper – Head of Boarding nc@thomasadams.net
Personal Development, Behaviour & Welfare <ul style="list-style-type: none"> • Rewards & sanctions • Behaviour & welfare • Assemblies 	Mrs J Whitfield – Assistant Head Teacher (Pastoral)
Subject Specific Enquiries <ul style="list-style-type: none"> • Progress in a subject • Homework in a subject • Subject curriculum • Subject rewards/sanctions 	Please contact the relevant teacher (see separate staff list) If unresolved, please contact the Department Subject Leader.
Teaching, Learning & Assessment <ul style="list-style-type: none"> • Reports • Student teaching groups • Student targets • Marking and written feedback • Whole school curriculum 	Mr G Sterry – Deputy Head Teacher
<ul style="list-style-type: none"> • Exams 	Miss R Kinnon (Examinations Officer)
<ul style="list-style-type: none"> • Site 	Mr K Davies (Site Manager)
<ul style="list-style-type: none"> • Venue Lettings & Facilities Hire 	Managed by School Lettings Solutions https://schoollettings.org/
<ul style="list-style-type: none"> • Purchasing Uniform 	www.schoolshopdirect.co.uk

Business Manager • Finance • Transport	Mr P Neale
• Pupil Premium • Free School Meals	Mr T McAleavy – Assistant Head Teacher (Teaching & Learning)
• Marketing	Mrs C Cadman
• Sixth Form Admission Enquiries	Mrs J Squire – Key Stage 5 Manager Mrs C Cadman – Admissions Coordinator
• Work Experience • PSHE • Careers	Mr J Hargreaves
• Whole school matters	Mr M Cooper, Head Teacher