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

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

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

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

Year Leaders		
Queries relating to students in...	**Staff**	**Direct Email**
Year 7 (and students transitioning from Year 6 into Year 7)	**Miss K Mansfield**	kirstie.mansfield@lak.318education.co.uk

Year 8	**Miss Z Marks**	zoe.marks@lak.318education.co.uk
Year 9	**Mrs C Kynaston** **During Mrs Kynaston's maternity leave, please contact Mrs Wilkinson.**	victoria.wilkison@lak.318education.co.uk
Year 10	**Mr J Evans**	jon.evans@lak.318education.co.uk
Year 11 (and students transitioning from Year 11 into post-16)	**Mrs R Jones**	rhiannon.jones@lak.318education.co.uk
Senior Leadership Team		
Queries relating to…	**Staff**	**Direct Email**
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	**Miss A Warren** Assistant Headteacher/ SENDCo	aimee.warren@lak.318education.co.uk
Behaviour for learning and relationships Exams Mental Health Academy calendar My Child at School (MCAS)/Management Information System (MIS)	**Miss K Preece** Assistant Headteacher	karen.preece@lak.318education.co.uk
Attendance Admissions Enrichment and extra-curricular activities/clubs Stakeholder voice	**Mr A Parkhurst** Senior Assistant Headteacher	andrew.parkhurst@lak.318education.co.uk
Teaching and learning Curriculum Homework Guided choices Pupil Premium Data Protection and Subject Access Requests	**Mr G Pyburn** Deputy Headteacher	gerard.pyburn@lak.318education.co.uk

Assessment and reporting Target setting and monitoring Academic intervention Timetable	**Mr A Raeside** Senior Leadership Team (Outcomes and Standards Leader)	alex.raeside@lak.318education.co.uk
	Mr M Hignett Headteacher	mark.hignett@lak.318education.co.uk