

Who to contact at the Sir John Colfox Academy

The first point of contact for most issues is the form tutor who will act as liaison with other staff. However, for some things it is best to contact the member of staff responsible.

Pastoral issues including behaviour and attendance	Head of Lower School (Year 7-8) – Mr Bartlett Head of Middle School (Year 8-9) – Mrs Chudley Head of Upper School (Year 11) – Mr Farrow Sixth Form (Year 12-13) – Mr Teasdale and Mrs Smith
SEN	Mr Glover
Safeguarding	Mrs Duffy
Class groups and subject sets	The Head of Faculty in the subject
Curriculum	Mr Shelley
Vocational courses and careers advice	Mr Farrow
Exams and certificates	Mrs T Davies
Attainment and progress concerns, including school reports	Mrs Duffy – Years 7-9 (KS3) Ms Webb – Years 10-11 (KS4) Mr Teasdale – Years 12-13 (KS5)
Reporting absence	When a student is absent please call the absent line on 01308 426113 or ring the switchboard and press '1' when prompted.
Money paid to the school (eg. for trips)	Finance Officer
Transport and buses	You can contact Dorset Passenger Transport on 01305 224537 or email dt@dorsetcouncil.gov.uk Timings and routes – Reception Other concerns – Mrs Duffy
Free School Meals	You can apply by telephone – 01305 221000 If you are entitled to FSM you are also entitled to £50 (over 2 years) to purchase school uniform
School Uniform	www.kitzuk.co.uk 01963 251645 Units 1-2 South Western Business Park, SHERBORNE. DT9 3PS