

## **The Pastoral Team and Who to Contact**

The Year 7 pastoral team includes 9 Form Tutors (who are also teaching members of staff), a non-teaching Year Group Tutor and a Head of Year.

Your child's Form Tutor will typically be the first port of call if you need to contact us with a pastoral concern. This could be a query about uniform, school routines or a concern about your child's wellbeing. To contact your child's Form Tutor, we would recommend that you email them as they may not be available to talk to you during the day due to their teaching commitments. Their email address will be the 3 letters of their staff initials as they appear in your child's form's name, followed by @trinity.cumbria.sch.uk.

If you have a more pressing query or concern, you may want to phone us and ask to speak to the Year Group Tutor or Head of Year 7. Please be aware that staff may not always be available to speak to you when you call but we will always endeavour to respond as quickly as possible. Just like when contacting your child's Form Tutor, be aware that all pastoral staff have multiple responsibilities and it is wise not to expect an immediate response, but we will aim to answer you within 24 hours. If you wish to speak to a member of the Year 7 pastoral team in person, call or email them first to make an appointment.

If you have any questions or concerns about your child's progress in a particular subject, you will need to contact your child's teacher in that subject or the relevant subject/curriculum leader as they will be best placed to offer answers and any follow-up actions required.