



Reporting Pupil Absence

Voicemail: 0151 477 8770 (Option 1 or extension 1269)

Email: SEACA-attendance@seaca.pfcmat.org

Please leave child's full name, year group and reason for absence when contacting. A letter/note in planner/medical evidence is needed on return and must be presented to attendance office.

Urgent Queries

Urgent queries are defined as those of a safeguarding nature, for example a concern about the immediate well-being of a child or, for example, a missing child.

In the case of such a concern, parents/carers should contact the school by telephone (0151 477 8770) or visit main reception and ask for the Safeguarding Officer.

Non-Urgent Queries

Non-urgent queries should be sent to your child's Head of Year or Learning Leader via email in the first instance. Alternatively, you can contact the admin email (admin@seaca.pfcmat.org) or call reception. Staff will respond, during working hours, to non-urgent queries.

Year 7

Mrs Baker, Head of Year - s.baker@seaca.pfcmat.org

Miss Mushet, Pupil Progress Leader -

g.mushet@seaca.pfcmat.org

Year 8

Mrs Cavanagh, Head of Year - l.cavanagh@seaca.pfcmat.org

Mr Jones, Pupil Progress Leader - d.jones@seaca.pfcmat.org

Year 9

Ms Moore, Head of Year - l.moore@seaca.pfcmat.org

Miss Devin, Pupil Progress Leader - s.devin@seaca.pfcmat.org

Year 10

Miss Patton, Head of Year - s.patton@seaca.pfcmat.org

Year 11

Ms Savage, Head of Year - s.savage@seaca.pfcmat.org

Miss Manning, Pupil Progress Leader -

s.devin@seaca.pfcmat.org

Parents To Pupils

Parents/carers contacting their child during the school day.

Pupils are not allowed to leave lessons to come to the telephone to accept an incoming call.

Parents who wish to contact pupils to relay and urgent message may do so by calling the School Office. To minimise disruption to teaching and learning, we would request that this facility should be reserved for emergencies. Any urgent messages will be passed to the pupil concerned.

Pupils must keep their phones switched off, inside their school bag, during the school day. Parents should not use this as a method of communication during school hours.

The use of mobile phones by pupils during the school day is strictly prohibited. If pupils use a mobile phone to contact parents during the school day, this will be treated as a breach of this rule and will result in the confiscation of the phone under the School's Behaviour Policy. If pupils need to contact home during the day, they should speak with a member of staff such as their Head of Year, at break or lunchtime, who can then direct them to the School Office.

Request a Meeting

Meeting requests should be made by calling/emailing reception. The request will then be passed on to the relevant member of staff and somebody will be in touch to arrange.

0151 477 8770 / admin@seaca.pfcmat.org

Meetings are by appointment only, staff will not meet with parents/carers who arrive and request an immediate meeting, unless the issue is urgent as defined in the Urgent Queries section.