



In the words of many a call centre “Your call is important to us ..” and whilst we do aim to reply to enquiries within 24 hours, this is sometimes impeded by emails being bounced around the system until the correct member of staff is identified. To streamline the process and ensure that your enquiry lands in the correct inbox / pigeon hole ... please can I draw your attention to the following lines of communication.

For most matters the first port of call is the **class teacher** or **form tutor** as listed below:-

|                          |                      |  |
|--------------------------|----------------------|--|
| <b>Reception</b>         | Miss Harlond         | <a href="mailto:kim.harlond@iesmail.com">kim.harlond@iesmail.com</a>                         |
| <b>Year 1</b>            | Ms Pulling           | <a href="mailto:mandy.pulling@iesmail.com">mandy.pulling@iesmail.com</a>                     |
|                          | Ms McDonald          | <a href="mailto:becky.mcdonald@iesmail.com">becky.mcdonald@iesmail.com</a>                   |
| <b>Year 2</b>            | Mrs Brazier          | <a href="mailto:marie.brazier@iesmail.com">marie.brazier@iesmail.com</a>                     |
| <b>Year 3</b>            | Mrs Cheeseman        | <a href="mailto:antonia.cheeseman@iesmail.com">antonia.cheeseman@iesmail.com</a>             |
| <b>Year 4</b>            | Mr Salmon            | <a href="mailto:clive.salmon@iesmail.com">clive.salmon@iesmail.com</a>                       |
| <b>Year 5</b>            | Mr Yeabsley          | <a href="mailto:james.yeabsley@iesmail.com">james.yeabsley@iesmail.com</a>                   |
| <b>Year 6</b>            | Mr Davies            | <a href="mailto:andrew.davies@iesmail.com">andrew.davies@iesmail.com</a>                     |
| <b>Years 7 and 8</b>     | Mrs Wrigley          | <a href="mailto:emma.wrigley@iesmail.com">emma.wrigley@iesmail.com</a>                       |
|                          | Mrs Beament          | <a href="mailto:antoinette.beament@iesmail.com">antoinette.beament@iesmail.com</a>           |
| <b>Year 9</b>            | Mr Logan             | <a href="mailto:chris.logan@iesmail.com">chris.logan@iesmail.com</a>                         |
|                          | Mrs Searle           | <a href="mailto:adele.searle@iesmail.com">adele.searle@iesmail.com</a>                       |
| <b>Year 10</b>           | Mr Geeves            | <a href="mailto:david.geeves@iesmail.com">david.geeves@iesmail.com</a>                       |
|                          | Miss Sharp           | <a href="mailto:autumn.sharp@iesmail.com">autumn.sharp@iesmail.com</a>                       |
| <b>Year 11</b>           | Mrs Chamberlain-Keen | <a href="mailto:sharon.chamberlain-keen@iesmail.com">sharon.chamberlain-keen@iesmail.com</a> |
|                          | Mr Gil               | <a href="mailto:ricardo.gil@iesmail.com">ricardo.gil@iesmail.com</a>                         |
| <b>Years 12 &amp; 13</b> | Mr Tasker            | <a href="mailto:rob.tasker@iesmail.com">rob.tasker@iesmail.com</a>                           |
|                          | Mrs Ward             | <a href="mailto:caroline.ward@iesmail.com">caroline.ward@iesmail.com</a>                     |

However, if you need to contact a member of staff with a particular area of expertise or responsibility then please refer to the following:

|   |                    |  |
|---|--------------------|--|
| <b>Primary School (PYP)</b>             | Mr Davies          | <a href="mailto:andrew.davies@iesmail.com">andrew.davies@iesmail.com</a>             |
| <b>Pastoral matters</b>                 | Mr Tasker          | <a href="mailto:rob.tasker@iesmail.com">rob.tasker@iesmail.com</a>                   |
| <b>Academic matters</b>                 | Mrs Ward           | <a href="mailto:caroline.ward@iesmail.com">caroline.ward@iesmail.com</a>             |
| <b>Boarding matters</b>                 | Mr Tasker          | <a href="mailto:rob.tasker@iesmail.com">rob.tasker@iesmail.com</a>                   |
| <b>Early Years</b>                      | Miss Harlond       | <a href="mailto:kim.harlond@iesmail.com">kim.harlond@iesmail.com</a>                 |
| <b>Head of PE</b>                       | Miss Lee           | <a href="mailto:jacey.lee@iesmail.com">jacey.lee@iesmail.com</a>                     |
| <b>Head of English</b>                  | Mr Logan           | <a href="mailto:chris.logan@iesmail.com">chris.logan@iesmail.com</a>                 |
| <b>Head of Science</b>                  | Mrs Van der Giezen | <a href="mailto:marion.vandergiezen@iesmail.com">marion.vandergiezen@iesmail.com</a> |
| <b>Head of Maths and Exam enquiries</b> | Mrs Searle         | <a href="mailto:adele.searle@iesmail.com">adele.searle@iesmail.com</a>               |
| <b>EAL Coordinator</b>                  | Mrs Larby          | <a href="mailto:kirstin.larby@iesmail.com">kirstin.larby@iesmail.com</a>             |
| <b>Admissions</b>                       | Mrs Mason          | <a href="mailto:jo.mason@iesmail.com">jo.mason@iesmail.com</a>                       |
| <b>Finance</b>                          | Mrs Pike           | <a href="mailto:dawn.pike@iesmail.com">dawn.pike@iesmail.com</a>                     |
|   | Ms Buchanan-Smith  | <a href="mailto:debbie.buchanan@iesmail.com">debbie.buchanan@iesmail.com</a>         |

In the unlikely event that your query isn't resolved to your satisfaction, then it will be passed onto Mr Burgess and, if required, to Mr McEwen. I hope this helps with our endeavour to improve communication. Please also refer to Mr Burgess' letter regarding communication from 26<sup>th</sup> January 2017.