

10th March 2011

Dear Parents/Carers,

As part of our drive to improve communications I thought that it may be helpful to provide you with a 'who's who' of our staff in both colleges. I hope that you will find this useful should you need to make contact with us as you will be more able to ask for the person who can help: (see attached document)

DCBC Telephone 0191 3730336

FCC Telephone 0191 3710277

DCBC parental email parents.durhamcbc@durhamlearning.net

FCC parental email parents.fyndoune@durhamlearning.net

Our parental e-mail is checked daily by Inclusion Administrators.

I would expect that you should have a response or acknowledgement to any enquiry within 24hours and would be keen to know should you not have a response within 24hours (via my PA Mrs V Elliott).

I am also keen that parents have better access to myself as due to the part time nature of my role in each college I do not always see parents as regularly as I would, should I have been full time in each college (Mr Dunn and Mrs Robbins are the full time senior staff in each college). Thus I am intending to hold on a termly basis an 'in college day' where parents can make an appointment to have a 15 minute discussion with me, on any aspect of college life that they feel they would like to discuss with me.

The first days will be:

Monday 9 th May	FCC (8.30 – 5.00)
Tuesday 10 th May	DCBC (8.30 – 5.00)

Appointments will be made on a 'first come first allocation' basis. Should you wish to make an appointment please contact Mrs V Elliott as soon possible. This is a new and innovative dimension to our communication with parents/carers and I am very keen to meet with you should you have any issue that you would like to talk through with me.

We have also recently started a parents/carers association which has named itself 'The Durham Federation Gets Together'. Its main aim is to help develop more effective relationships between staff and parents and carers in a more informal way – they recently held a 'pamper evening' and do have other activities planned! Mrs S Robbins and Mr C Jones are the lead staff in each college for this.

We really do want to work with parents and carers to provide the very best opportunities for our young people and hope that this information will help.

Yours sincerely

Anne Lakey
Chief Executive
The Durham Federation

Who's Who

		FCC	DCBC	Their Role
Office Manager		Mrs T Bowden	Mrs A Black	General enquires, passing on messages, general information
General Administrators		Mrs D Hunter Mrs D Hughes	Mrs S Smith Mrs A Alderson	
Social Inclusion Suite	In Charge	Mr C Jones (Vice Principal)	Mrs L Elliott (Director)	Any matters relating to students welfare and care e.g. bullying, managing personal upset
	Administrators	Mrs J Newman	Mrs L Lynn	
	Anti-bullying	Mrs S Bates	Mrs T Pipes	
	SEN	Miss C Hall Mr C Jones	Miss C Hall Mrs E Elliott	
Achievement Leaders	Year 7	Mrs L Anderson Mr C Jones	Mr J Harpin	Any matter relating to progress in lessons and learning. These staff have an overview of academic progress
	Year 8	Mrs L Anderson Mr C Jones	Mr J Harpin	
	Year 9	Mrs L Anderson Mr C Jones	Mr A Hall	
	Year 10	Mr G Davey Miss A Loan	Mr P Sword Miss E Newman	
	Year 11	Mr G Davey Miss A Loan	Mr P Sword Miss E Newman	
Heads of Curriculum Area	Science	Mr G Brown	Mr G Roberts	Any matters relating to particular subjects or lesson
	Land based courses	Mr D Blyth (based at FCC)	Mr D Blyth (based at FCC)	
	Maths	Mr P Atkinson	Mr W Cummins	
	English	Mr J Allison	Mrs D Ford	
	Literacy and Reading	Miss K Owens	Mrs D Ford	

	PE, Music and Art	Mrs R Middlemast Mr T Norman (based at DCBC)	Mrs R Middlemast Mr T Norman (based at DCBC)	
	ICT and Business Studies	Mrs A Ward (based at DCBC) Mr P McPartlin (based at FCC)	Mrs A Ward (based at DCBC) Mr P McPartlin (based at FCC)	
	Technology and work related e.g. Hair, Construction	Mrs H Jones Mr T Hodgkiss (based at DCBC)	Mrs H Jones Mr T Hodgkiss (based at DCBC)	
	MFL and Humanities	Mrs L Smith	Miss A Powell (acting HCA)	
	Careers	Miss A Davison	Mrs A Horrocks	
Principal Head of College		Mr T Dunn	Mrs S Robbins	Contact for more serious matters or where problems have not been resolved elsewhere. Mr Dunn and Mrs Robbins have the day to day responsibility for the smooth running of the colleges. Contact via Office Managers
Chief Executive		Mrs A Lakey	Mrs A Lakey	Based at both colleges. Contact via Mrs V Elliott (PA). Mrs Lakey undertakes much of the outreach and development work in both colleges but ultimately has responsibility for both colleges. Mrs Lakey should be contacted for the most serious matters and where resolution has not been possible through anyone else in college.