

Key staff

The Senior Leadership Team	
Headteacher	Mrs Tracy Sencial
Deputy Headteacher	Mrs Justine Allen
Assistant Headteacher	Mrs Natalie Crane
Assistant Headteacher	Mrs Leanne Scrine
Assistant Headteacher	Miss Khudeza Siddika
Extended Leadership Team	
Additional Learning Needs Coordinator (ALNCo)	Mrs Caitlyn Evans
School Business Manager	Mr Terry Jones

Pupil Support Team/Tîm Cefnogi Disgyblion

Year/ Blwyddyn 7	Pennaeth Blwyddyn / Pupil Support Leader	Mr. Leon Randell leon.randell@coedcae.org
	Cynorthwydd Pennaeth Blwyddyn / Pupil Support Assistant	Mrs. Cassie Tucker cassie.tucker@coedcae.org
Year/ Blwyddyn 8	Pennaeth Blwyddyn / Pupil Support Leader	Mr. Harrison Button harrison.button@coedcae.org
	Cynorthwydd Pennaeth Blwyddyn / Pupil Support Assistant	Mrs. Gemma James emma.james@coedcae.org
Year/ Blwyddyn 9	Pennaeth Blwyddyn / Pupil Support Leader	Ms. Lisa Sunderland lisa.sunderland@coedcae.org
	Cynorthwydd Pennaeth Blwyddyn / Pupil Support Assistant	Mrs. Joelle Evans joelle.evans@coedcae.org
Year/ Blwyddyn 10	Pennaeth Blwyddyn / Pupil Support Leader	Ms. Jessica Jones jessica.jones2@coedcae.org
	Cynorthwydd Pennaeth Blwyddyn / Pupil Support Assistant	Ms. Gemma Thomas gemma.thomas@coedcae.org
Year/ Blwyddyn 11	Pennaeth Blwyddyn / Pupil Support Leader	Mrs. Kate Roberts elizabeth.roberts@coedcae.org
	Cynorthwydd Pennaeth Blwyddyn / Pupil Support Assistant	Mrs. Sarah Hale sarah.hale@coedcae.org
Emotional Literacy Support Assistant/ Cynorthwydd Cymorth Llythrennedd Emosiynol	Mr. Peter Barone-Harries	

Behaviour and Wellbeing Officer/ Swyddog Lles ac Ymddygiad	Mr. Andrew Williams
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Contacting key staff/ accessing up to date information regarding your child

For information	<p>Our website: www.coedcae.org X - @Coedcaeschool Facebook – Coedcae School</p> <p>To contact school in the first instance: By email: info@coedcae.org This is the best way to contact school.</p> <p>You may contact school via telephone:01554 750574</p>										
To report your child's absence	<p>Via email to your child's year group year7absence@coedcae.org year8absence@coedcae.org year9absence@coedcae.org year10absence@coedcae.org year11absence@coedcae.org</p> <p>Alternatively, you can contact school on 01554 750574, leaving a message on the year group's absence line.</p>										
Medical concerns	<p>Please contact your child's Pupil and Family Support Assistant (PFSA) at school</p> <table border="1"> <tr> <td>Year 7</td> <td>Cassie.tucker@coedcae.org</td> </tr> <tr> <td>Year 8</td> <td>Gemma.james@coedcae.org</td> </tr> <tr> <td>Year 9</td> <td>Joelle.evans@coedcae.org</td> </tr> <tr> <td>Year 10</td> <td>Gemma.thomas@coedcae.org</td> </tr> <tr> <td>Year 11</td> <td>Sarah.hale@coedcae.org</td> </tr> </table> <p>You may contact via telephone: 01554 750574</p>	Year 7	Cassie.tucker@coedcae.org	Year 8	Gemma.james@coedcae.org	Year 9	Joelle.evans@coedcae.org	Year 10	Gemma.thomas@coedcae.org	Year 11	Sarah.hale@coedcae.org
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Change of family circumstances	<p>Please contact your child's Pupil and Family Support Assistant at school:</p> <table border="1"> <tr> <td>Year 7</td> <td>Cassie.tucker@coedcae.org</td> </tr> <tr> <td>Year 8</td> <td>Gemma.james@coedcae.org</td> </tr> <tr> <td>Year 9</td> <td>Joelle.evans@coedcae.org</td> </tr> <tr> <td>Year 10</td> <td>Gemma.thomas@coedcae.org</td> </tr> <tr> <td>Year 11</td> <td>Sarah.hale@coedcae.org</td> </tr> </table>	Year 7	Cassie.tucker@coedcae.org	Year 8	Gemma.james@coedcae.org	Year 9	Joelle.evans@coedcae.org	Year 10	Gemma.thomas@coedcae.org	Year 11	Sarah.hale@coedcae.org
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Confidential information	<p>Please contact:</p> <p>Mrs. Allen (Deputy Headteacher/ School Safeguarding Officer) justine.allen@coedcae.org</p>										

Any queries for Additional Learning Needs	<p>Please contact:</p> <p>Mrs. C Evans, Additional Learning Needs Coordinator</p> <p>By email: Caitlyn.evans@coedcae.org</p>										
For any queries regarding your child's learning	<p>Please contact your child's Pupil Support Leader by email:</p> <table border="1" data-bbox="756 439 1390 636"> <tr> <td data-bbox="756 439 906 479">Year 7</td> <td data-bbox="914 439 1390 479">Leon.randell@coedcae.org</td> </tr> <tr> <td data-bbox="756 479 906 519">Year 8</td> <td data-bbox="914 479 1390 519">Harrison.button@coedcae.org</td> </tr> <tr> <td data-bbox="756 519 906 560">Year 9</td> <td data-bbox="914 519 1390 560">Lisa.sunderland@coedcae.org</td> </tr> <tr> <td data-bbox="756 560 906 600">Year 10</td> <td data-bbox="914 560 1390 600">Jessica.jones2@coedcae.org</td> </tr> <tr> <td data-bbox="756 600 906 636">Year 11</td> <td data-bbox="914 600 1390 636">Elizabeth.roberts@coedcae.org</td> </tr> </table>	Year 7	Leon.randell@coedcae.org	Year 8	Harrison.button@coedcae.org	Year 9	Lisa.sunderland@coedcae.org	Year 10	Jessica.jones2@coedcae.org	Year 11	Elizabeth.roberts@coedcae.org
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