

SCHOOL COMMUNICATIONS FOR ACADEMIC YEAR 2024/2025

Admissions	Enquiries Open Day Events / Tours / Taster Sessions	Mrs D Emptage admissions@wrotham.kent.sch.uk
Student Attendance	Absence Medical Appointments	Mrs D Emptage / Miss N Maguire attendance@wrotham.kent.sch.uk
Careers Lead	Enquiries / Guidance etc	Mrs A Hollinshead ahollinshead@wrotham.kent.sch.uk
Complaints	Complaints	Mrs K Lee office@wrotham.kent.sch.uk
Detentions	Information/Queries	Mr S Boudreau sboudreau@wrotham.kent.sch.uk
Exams	Information	Mrs J King jking@wrotham.kent.sch.uk
General Enquiries	School Information	Mrs K Lee office@wrotham.kent.sch.uk
Governors	Information	Mrs R Martin rmartin@wrotham.kent.sch.uk
IT	Student Log-in queries school emails	Mr P Kitney it@wrotham.kent.sch.uk
Parent Email (ps connect)	Change of contact details	Mrs K Lee office@wrotham.kent.sch.uk
Parent SIMS	Log-in queries Password resets	Mrs K Lee ParentSIMS@wrotham.kent.sch.uk
PE	PE kit queries Non Participation Notes	Mr T Grinstead penotes@wrotham.kent.sch.uk
Safeguarding	Report a safeguarding Concern	safeguarding@wrotham.kent.sch.uk
School Buses	Enquiries	Mrs S Reeve buses@wrotham.kent.sch.uk
Scopay (canteen)	Log-in queries Password resets	Finance Team invoices@wrotham.kent.sch.uk

SENCO	SEND information and enquiries	Upper School – Years 10/11/12/13 Miss K Allen kallen@wrotham.kent.sch.uk Lower School – Years 7/8/9 Mrs S Hann shann@wrotham.kent.sch.uk and/or Mrs A Sanders asanders@wrotham.kent.sch.uk
Satchel One	Log-in queries Password resets	Mrs A Hawkes smhw@wrotham.kent.sch.uk
Site Team	Site Enquiries	Mr S Shearman site@wrotham.kent.sch.uk
Sixth Form	Absence Medical Appointments	Mrs P Cheval pcheval@wrotham.kent.sch.uk
Sparx Maths	Log-in queries Password resets	Mr D Weeks dweeks@wrotham.kent.sch.uk
Sparx Reader	Log-in queries Password resets	Mrs S Patt spatt@wrotham.kent.sch.uk
Uniform	Queries	Mrs S Reeve sreeve@wrotham.kent.sch.uk
Young Carers	Queries	Mrs S Hann / Mrs A Sanders shann@wrotham.kent.sch.uk / asanders@wrotham.kent.sch.uk
3G Pitch	Enquiries	Mr P Garland 3gwrotham@wrotham.kent.sch.uk