



Staff Changes at Richmond School

Parents/Carers

Dear Parent/Carer,

Staff Changes Commencing 1st January 2012

During the course of the Summer and Autumn Term 2011 significant changes to the staffing structure have taken place that will come into effect on 1st January 2012. In order for parents to get to know the responsibilities of staff and who to get in contact with if there is a need, a brief Who's Who at Richmond School is included in this pamphlet. (Information can also be found on the school website).

The principal reason for these changes is to give better service to all students in everything that we do here at the school. The significant changes are as follows:

Student Welfare Matters

The first point of contact for all parents is the student's **Tutor**; this has always been the case. It is the Tutor who gets to know the student quickly and in many cases is the consistent member of staff throughout a student's time in the school.

A **Pastoral Manager** is attached to each year group. These members of staff are experienced support staff and manage matters such as student care, attendance, behaviour, bullying and access to any additional services a child may need during their time in school. It is the Pastoral Manager who has the dedicated time to contact parents if a child is absent or having difficulties other than academic progress. Our Pastoral Managers for 2011 – 2012 are

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Mrs Hicks	Mrs Bennison	Mrs Redman	Mrs Hill	Mrs Preston	Mrs Stanley	Mrs Oakes

With the exception of Mrs Hicks, Mrs Stanley and Mrs Oakes, these staff move up the school with the Year Group.

Supporting the Pastoral Managers is the **Lead Learning Manager**. A Lead Learning Manager is a teacher who is responsible for monitoring the academic progress of students within a Key Stage. In school we have three Key Stages. Key Stage Three is Years 7, 8 & 9; Key Stage Four is Years 10 & 11 and Key Stage Five is Years 12 & 13. These staff are experienced, qualified teachers who have additional time to deal with matters such as Aiming High, (our system of monitoring a student's academic progress based on their effort), Parents' Evenings, homework, and any matters relating to an individual student's curriculum. Our three Lead Learning Managers are

Key Stage Three (Years 7, 8 & 9)	Key Stage Four (Years 10 & 11)	Key Stage Five (Years 12 & 13)
Miss Merckx	Mr Dalglish	Ms Byrom

Hence we will not have the posts of Head of Sixth Form, Heads of Year or Assistant Heads of Year from January 2012.

Assistant Headteacher Ms Richardson will have overall responsibility for the progress of students in the Sixth Form and will be supporting Ms Byrom and the two Sixth Form Pastoral Managers.



Assistant Headteacher Transition and Student Voice (Ms Johnson)

Many of you will know that Ms Johnson has had responsibility for the transfer of students from primary school to secondary school. This role will continue, however Ms Johnson's role will now embrace all stages of a student's transfer to the next stage of their education, training or employment. Hence, Ms Johnson will ensure that students are known well and have the necessary support and advice, whether they are transferring from a primary school or when students choose courses of study that lead to external examinations from Year 9 into Year 10, Year 11 into the Sixth Form, a college or an apprenticeship, the Sixth Form to university or a career.

Leader of Sport, Leisure and Community (Mr Potter)

As from 1st April 2012 the Leisure Trust will not operate at Richmond School. Sporting activities available to the community will continue at the school however we shall be managing these ourselves. Our new member of staff responsible for the whole of sport, leisure and community activities will be Mr Potter. Mr Potter will lead the School's Physical Education Department, Sport and all community activities and his new position will commence on 1st January 2012.

Leader of Community Arts (Mr Henderson)

We are well aware of the many opportunities for members of the community to develop their talent in the performing or creative arts within Richmond. We wish to enhance this even further by establishing links and supporting students with the organisations that promote such events e.g. The Georgian Theatre. Mr Henderson has been appointed the person to lead on this initiative and he will also be responsible for school drama and leading the performing and creative arts subjects as Head of Faculty. We shall still have lead teachers for art, music and dance but Mr Henderson will have overall responsibility.

Lead Teacher of Modern Foreign Languages (Mrs Norman)

At Richmond School students have an opportunity to study French and German. As from 1st January 2012 Mrs Norman will be responsible for Modern Foreign Languages in the school.

Lead Teacher of Humanities (Mrs Gibson)

Mrs Gibson will lead on all matters relating to the Humanities including Geography, Religious Studies, History and Classics. We will still have Leading Teachers within these subject areas but Mrs Gibson will have overall responsibility for these subjects.

School Business Manager (Mr Gardner)

In September we were delighted to welcome Mr Gardner as the school's new Business Manager. Mr Gardner is a member of the school's leadership team and has overall responsibility for financial matters, the school site and buildings and our contracting with any external services.

Yours sincerely,

Ian Robertson



Who's who in the new staff changes at Richmond School for 2011 – 2012



Please note that in most matters your immediate point of contact is your daughter or son's Form Tutor.

Lead Learning Manager - Miss Merckx
Students in Key Stage Three (Years 7, 8 and 9)



Lead Learning Manager - Mr Dalglish
Students in Key Stage Four (Years 10 and 11)



Lead Learning Manager - Ms Byrom
Students in Key Stage Five (Sixth Form Years 12 and 13)



Students in Key Stage 3

Pastoral Managers



Mrs Hicks
Year 7



Mrs Bennison
Year 8



Mrs Redman
Year 9

Students in Key Stage Four (Years 10 and 11)

Pastoral Managers



Mrs Hill
Year 10



Mrs Preston
Year 11

Students in Key Stage Five

Pastoral Managers



Mrs Stanley
Year 12



Mrs Oakes
Year 13



Assistant Headteacher Transition and Student Voice Ms Johnson



Leader of Community Arts - Mr Henderson



Leader of Sport, Leisure and Community - Mr Potter



Lead Teacher of Modern Foreign Languages - Mrs Norman



Lead Teacher of Humanities - Mrs Gibson



School Business Manager - Mr Gardner



Other staff at Richmond School

Sixth Form Reception



Mrs Papadimos

Main School Reception



Mrs Harrild,



Miss Clark,



Mrs Fox

Senior Leadership Team



Mr Robertson
Headteacher



Mrs Potter
Deputy Headteacher



Mr Clark
Deputy Headteacher



Mrs Wardle
Deputy Headteacher



Mr Speakman
Assistant Headteacher

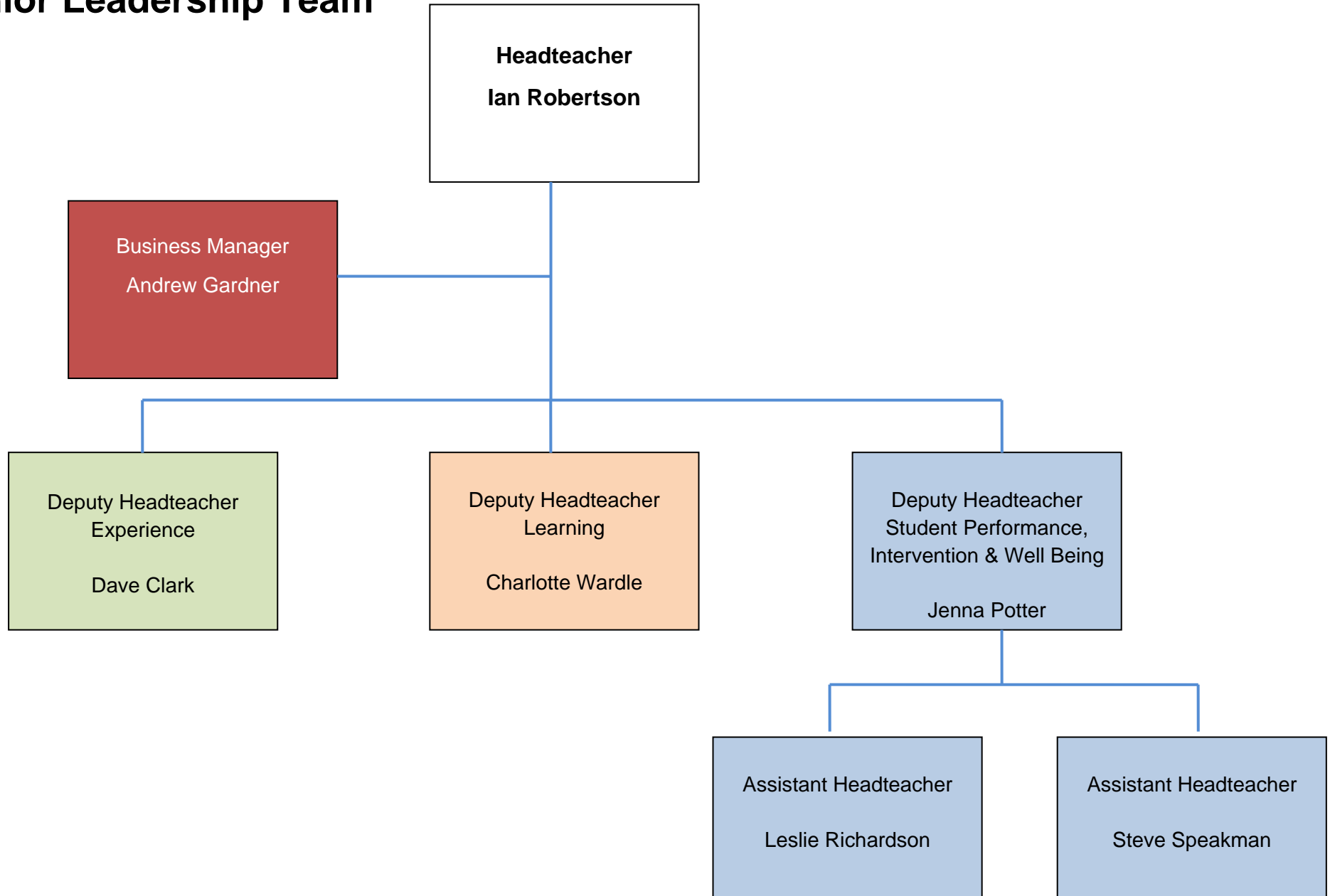


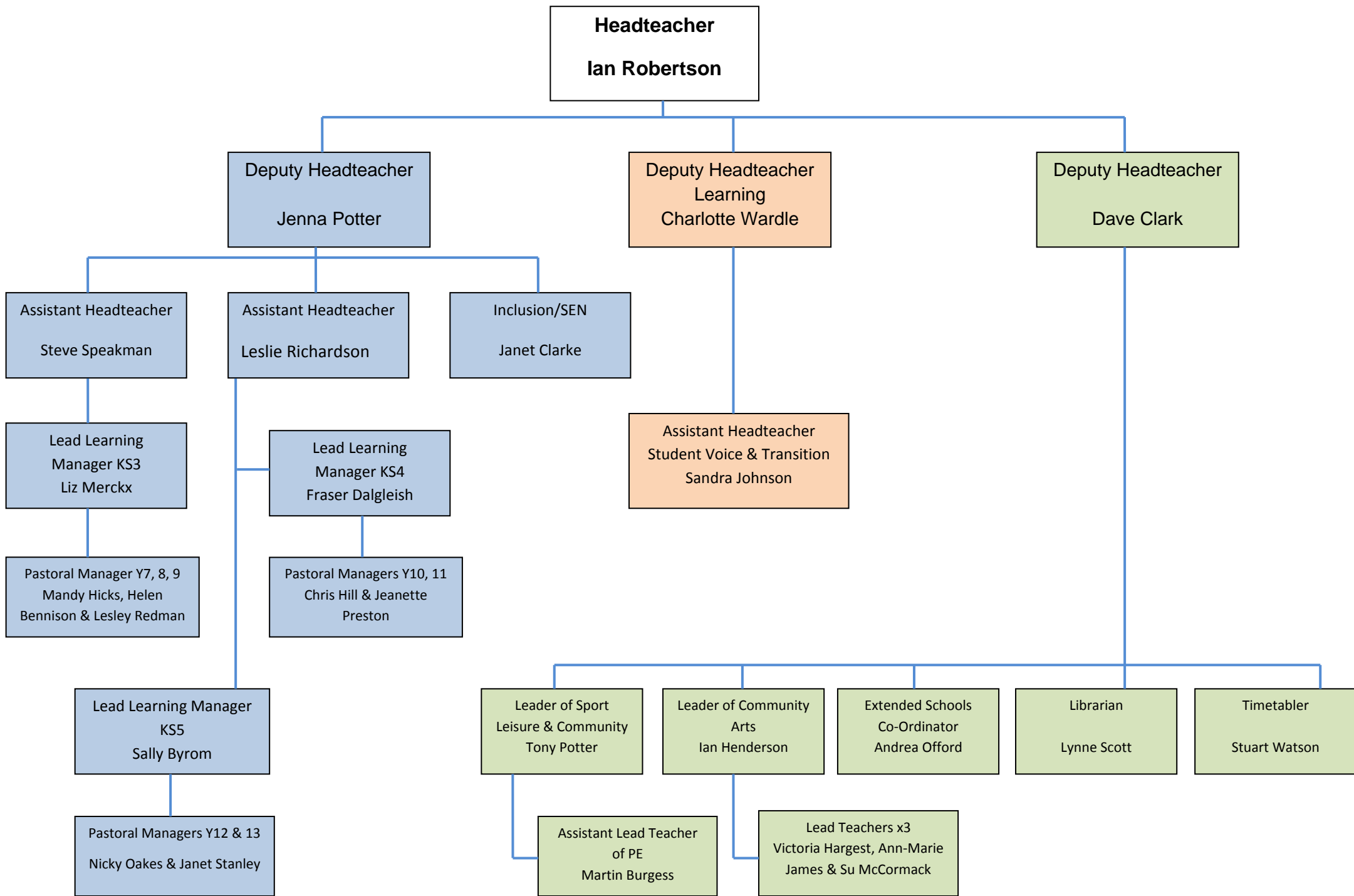
Ms Richardson
Assistant Headteacher



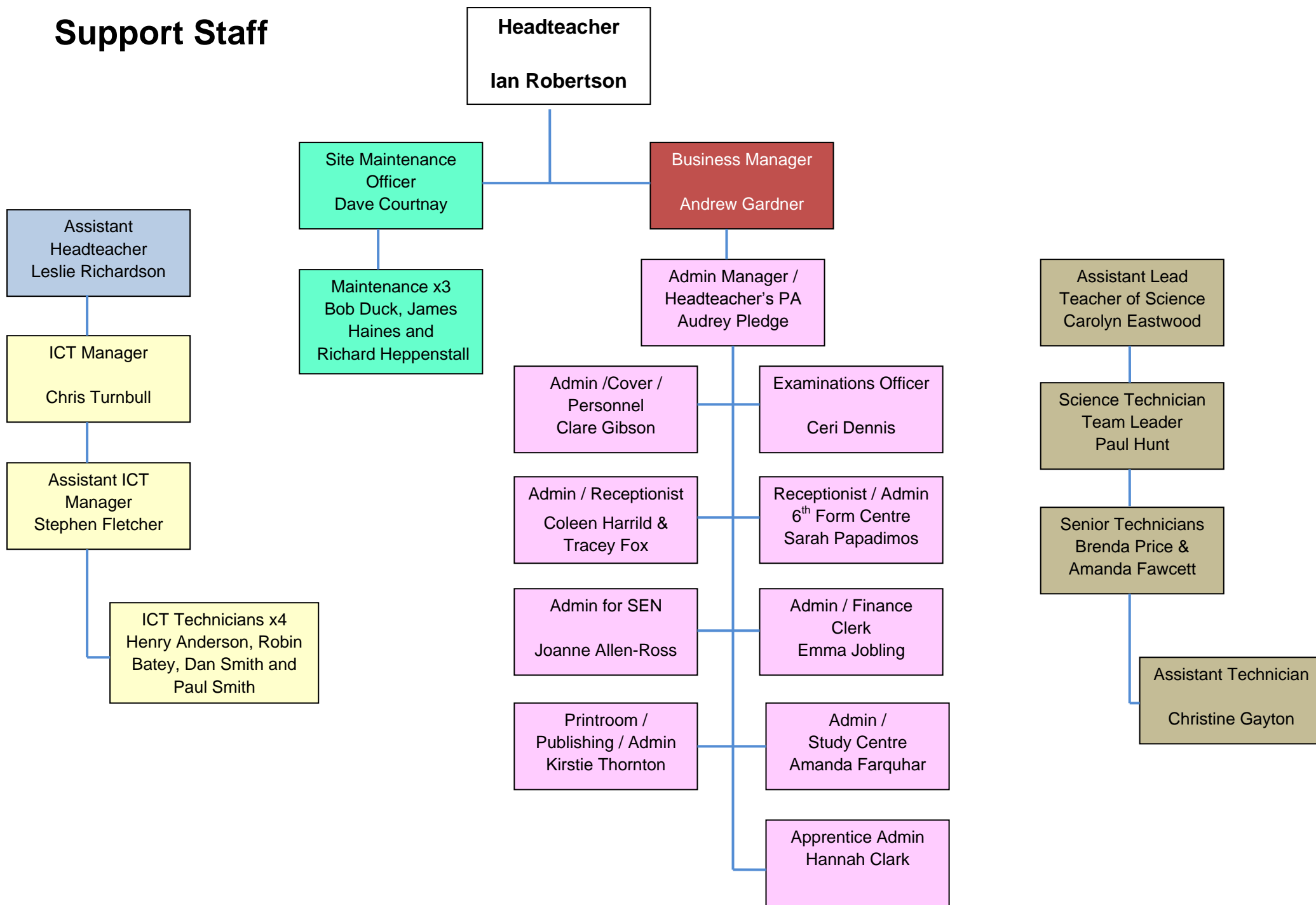
RICHMOND SCHOOL STAFFING STRUCTURE 2012

Senior Leadership Team





Support Staff



Department	Leadership	Lead Teacher	Assistant Lead Teachers	Teachers
Arts	Dave Clark	Leader of Community Arts/Lead Teacher Ian Henderson	Lead Teacher Art: Anne Marie James Lead Teacher Dance: Victoria Hargest Lead Teacher Drama: Ian Henderson Lead Teacher Music: Sue McCormack	Karen Barber Chris Moss Louise Robson Nicola Holroyd Liz Moss Amy Southworth-Gedye Sally Fryer Alan Mellors
Business Studies	Ian Robertson	Barry Guy		Andrew Gardner Paul McGee Charlotte Wardle
Design & Technology	Dave Clark	Ian Dawson	Julie Drake Julie Nicholson	Tristan Bainbridge Leah Blewitt Tom Braham Geoff Davies Rachel Griffin Laura Hillyard Chris McGrath Louise Robson
English	Jenna Potter	David Burton	Assistant Lead Teacher – Literacy Tracey Westgarth Assistant Lead Teacher - Media Emma Dunwoodie Assistant Lead Teacher Rebecca Weston	Adam Boulton-Lear Deborah Case Helen David Catherine Iley Jan Montgomery Louise Nolan Katy Wand

Department	Leadership	Lead Teacher	Assistant Lead Teachers	Teachers
Enhanced Provision	Jenna Potter	Kath Lawson		Sara Greenhalgh Sian Harvey Helen Spence
Guidance 11-16	Dave Clark	Nicola Walker		
Health & Social Care	Charlotte Wardle	Caroline Dawson		Kayleigh Hodgson Allison Snape Suzanne Wilson
Humanities	Charlotte Wardle	Margaret Gibson	Lead Teacher – Classics/Latin: Matthew Weston Lead Teacher – Geography: Rachel McNutt Lead Teacher – History: Alison Dakin Lead Teacher – Religious Studies: Margaret Gibson	Sally Byrom Christine Ball Sarah Burnham Gavin Copland Keith Allan Rob Clements Tim Grimwood Sophia Mawer Laura Copland Jim Coldwell Kate Craven Kim Nicholson
ICT	Dave Clark	Ralph Remillard		Darren Cox Stuart Watson Chris Worley
Learning Support	Jenna Potter	Janet Clarke Kath Lawson (SpLD)		Marian Hunter (One to One) Lynn Ryan Pam Knighton Bev Donohue Helen Spence (SpLD)

Department	Leadership Link	Lead Teacher	Assistant Lead Teachers	Teachers
Leisure & Recreation	Charlotte Wardle	Leader of Sport, Leisure & Community: Tony Potter	Jane Reid	Keith Allan Lynsey Carruthers Rachel Harrower Caroline House Alan Woodbridge
Maths	Jenna Potter	Ian Snape	Adam Gedye James Wylde	Fraser Dalgleish Anna Kershaw Sandra Johnson Fergus Macleod Leslie Richardson Fiona Saunders Steve Speakman David Yates
MFL	Leslie Richardson	Christine Norman	Victoria Roberts	Lauren Bainbridge Fiona Dutton Arlene Garnett Liz Merckx Jenna Potter Tony Potter
PE	Dave Clark	Leader of Sport, Leisure & Community: Tony Potter	Martin Burgess	Lesley Abbey Lynsey Carruthers David Clark Linda Elvidge Jonathan Kellett Richard Meacher Chris Thomson Alan Woodbridge
Psychology	Ian Robertson	Tracey Brownlee Alistair Hannah		Kayleigh Hodgson

Department	Leadership Link	Lead Teacher	Assistant Lead Teachers	Teachers
Science	Jenna Potter	Rob Haye	Sarah Pike Caroline Eastwood	Katie Dowling Jim Eastwood Gary Greening John Raper Kevin Sandell Richard Sharp Pallavi Singh Alison Snape Nicola Walker