How to contact the Right Person at Wyvern

Do you need to inform us your child will be absent?

YES

Please contact the Welfare Officer before 8.15am. You can do this by either phoning 023 80692679 Option 1 or email welfare@wyvern.hants.sch.uk

NO

Do you need to report a Child Protection or Safeguarding concern?

YES

Please contact reception on 023 80692679 stating that you wish to report these issues and that you would like to speak to the Headteacher or to leave him a message with his PA.

NO

Contact the staff member most heavily involved in the incident or the issue you wish to discuss.

SUBJECT SPECIFIC

Contact the relevant department to discuss classroom based issues or incidents. Email is best as teachers are rarely available to take calls because they are teaching. Use the department email addresses found here.
Contacting the College
Please title your email "FAO" and then the either name of the class teacher you are contacting or "Curriculum Leader".

GENERAL PASTORAL

Contact the tutor to draw our attention to incidents or issues of a general or pastoral nature. Use the general college email: enquiries@wyvern.hants.sch.uk
Please title your email "FAO", the name of the tutor you are contacting and finally the year group (e.g. Y8). The tutor or another member of the pastoral team will get back to you.

OTHER SPECIFIC ISSUE

There are members of staff with specific responsibilities who lead and manage particular areas of the college's work (eg Finance team, Wyvern Gateway). Their contact details can be found:
Contacting the College
If you do not know who to contact or do not have the contact details for the member of staff you need, then email enquiries@wyvern.hants.sch.uk

If you feel your concern has not been addressed satisfactorily, then you can make a complaint. You will find our complaints' policy explaining how, on the website: Policies - Wyvern College