



Dear Parent / Guardian,

The Cavendish School

In our endeavours to ensure that every student, who attends The Cavendish School, receives the highest quality pastoral care, a review of the structure has been completed and a number of key appointments made.

We have introduced the role of Director of Learning (DoL) for each Key Stage. These staff will be responsible for the academic achievement and pastoral care within their Key Stage. The main purpose of this role is to ensure that effective learning takes place within the Key Stage and that students make appropriate progress, accessing support as necessary. Leading **Key Stage 3 is Mr Ede** and **Key Stage 4, Miss Sutton**. Both these members of staff are highly dedicated leaders and bring with them a wealth of experience.

Pastoral Learning Welfare Officers for each year group have also been appointed. These staff will offer a vital support network for students, parents and other staff whilst supporting the Pastoral Directors of Learning in their work. These members of the team are not part of the teaching staff, allowing them to be readily available to meet with students and parents as needed. These dedicated members of the team led by the Director of Learning for KS3 and 4 will aim to overcome potential barriers to learning, ensuring that students with varying needs across the school are supported, thus maximising their learning opportunities.

Finally, to ensure improved communication with parents, an email group has been set up for each Key Stage. This will allow you to contact one of the team for the correct Key Stage. Emails will be checked daily to ensure your email is acted on effectively. These email groups are effective from today and will be received by the following people;

pastoralks3@cavendish.herts.sch.uk

Miss Gillings, Miss Cameron-Wilton, Mrs Tomlinson & Ms Baldwin

pastoralks4@cavendish.herts.sch.uk

Ms Sutton, Mrs Low & Mr Dumbleton

Each student will still be assigned to a Form Tutor within the structure. The Form Tutor's role is central in both caring for students and crucially, monitoring their progress both academically and socially; encouraging involvement, commitment, and high standards of work and behaviour within The Cavendish School.

Although the new structure will take effect immediately, additional support will be provided by Mr Dumbleton, who will continue to work with Year 11 and Mr Allen, who will provide support and expertise for Year 6 into Year 7 transition arrangements. If you do wish to contact any of the pastoral team directly, please see their details below.

Year 7-	Miss Gillings j.gillings@cavendish.herts.sch.uk
	Ms Baldwin t.baldwin@cavendish.herts.sch.uk
Year 8	Miss Cameron-Wilton m.cameronwilton@cavendish.herts.sch.uk
Year 9	Mrs Tomlinson l.tomlinson@cavendish.herts.sch.uk
Year 10	Mrs Low e.low@cavendish.herts.sch.uk
Year 11	Mr Dumpeton b.dumpleton@cavendish.herts.sch.uk
Key Stage 3 DoL	Mr Ede d.ede@cavendish.herts.sch.uk
Key Stage 4 DoL	Ms Sutton c.sutton@cavendish.herts.sch.uk

Yours sincerely



Mr Lewis
Executive Headteacher
The Cavendish School

