

Appendix 2 - Contacting teachers:

Who to contact and when?

- As an Academy, we have created a weekly timetable when parents / students can contact teachers regarding student learning.
- There is a different timetable per year group (please see below).
- We ask that parents / students contact teachers at the selected times for each year group. This is to ensure a swift and thorough response.
- Please be mindful that some teachers work part – time or they may be ill. Similarly, they may be teaching the children of key workers.
- The school will provide all parents (by email) with teacher email addresses.
- If you have a problem contacting a teacher, please email enquiries@birleysecondaryacademy.co.uk
- The school will respond as quickly as possible. We will ensure you have a response from the class teacher or his / her Curriculum Leader.

Contacting class teachers: Year 7

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30 – 11.30am	English Science French Art DT Drama	Maths History Geography RS Music PSHE			English Maths Science
PM 12 – 3PM			English Science French Art DT Drama	Maths History Geography RS Music PSHE	

Contacting class teachers: Year 8

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30 – 11.30am			English Science French Art DT Drama	Maths History Geography RS Music PSHE	
PM 12 – 3PM	English Science French Art DT Drama	Maths History Geography RS Music PSHE			English Maths Science

Contacting class teachers: Year 9

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30 – 11.30am	English Science French Art DT Drama	Maths History Geography RS Music PSHE			English Maths Science
PM 12 – 3PM			English Science French Art DT Drama	Maths History Geography RS Music PSHE	



Contacting class teachers: Year 10

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30 – 11.30am			English Science French Art Food Graphics Engineering RM PSHE	Maths History Geography RS Music Drama Tourism BTEC PE	Maths History Geography RS Music Drama Tourism BTEC PE
PM 12 – 3PM	English Science French Art Food Graphics Engineering RM PSHE	Maths History Geography RS Music Drama Tourism BTEC PE			English Science French Art Food Graphics Engineering RM PSHE

Contacting class teachers: Year 11

Week A	Monday	Tuesday	Wednesday	Thursday	Friday
AM 8.30 – 11.30am	English Science French Spanish Art Citizenship Food Graphics Engineering RM Imedia	Maths History Geography RS Music Drama Tourism BTEC PE Computer Science PSHE			English Science French Spanish Art Citizenship Food Graphics Engineering RM Imedia
PM 12 – 3PM			English Science French Spanish Art Citizenship Food Graphics Engineering RM Imedia	Maths History Geography RS Music Drama Tourism BTEC PE Computer Science PSHE	Maths History Geography RS Music Drama Tourism BTEC PE Computer Science PSHE

