



CARLTON

KEIGHLEY

Communication Pathways

At Carlton Keighley we have a range of communication methods you can use to contact us. These are as follows:

- Main Office Telephone 01535 210 333
- School Email: admin@ck.catrust.uk
- Via replying to messages on the School Gateway App

Our admin team deals with a broad range of enquiries and will be able to support you or signpost your request to the most appropriate person. The quickest way to get hold of us is to ring the main office telephone number. Alternatively, outside office hours you can email in your queries and we will address these as promptly as possible. School office opening hours are Monday - Thursday 7:30am - 4pm, and 7:30am - 2:30pm on Fridays.

Our [website](#) is also full of information which might assist you, including letters which are uploaded regularly under the Parents heading.

For anything regarding your child, their Head of Year will always be the first point of call. They will be able to assist you with your request; where your request requires a further conversation with teachers of SLT, the HoY will make the necessary arrangements.

Our Heads of Year's have many duties throughout the day so are not always available straight away, however if you contact the school on any of the methods above requesting a call back or a face-to-face meeting, our office team will ensure they get the message.

The Heads of Years are as follows:

Year 7: Miss Cooper
Year 8: Mrs Aziz
Year 9: Miss Majid
Year 10: Mr Amjad
Year 11: Mr Asam

Our SENco is Mrs Blackmore. She can be contacted via the school telephone or on mb1@ck.catrust.uk

Thank you for your continued support; through effective communication we can continue to foster the strong links between school and family which are essential for student success.

Mr M Turvey
Head of School