



# Aston Academy

## Specialising in Maths & Computing

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20 November 2023

Dear Parents and Carers

Further to the letter sent on 10 October 2023, outlining the methods of communication with the school, we have acted on feedback from many of you who wish to directly email subject areas and other key staff in school.

Faculty email inboxes are now set up whereby the subject leadership team consisting of a Head of Faculty and Assistant Heads of Faculty can receive your emails and respond appropriately. If you wish to send an email for the attention of a particular member of staff, please specify their name in the subject of the email.

There are also topic specific inboxes to provide you with a direct route to ask questions e.g. [workexperience@astonacademy.org](mailto:workexperience@astonacademy.org) for Y10 students and [exams@astonacademy.org](mailto:exams@astonacademy.org) for students sitting internal and external examinations.

All home-school communication is outlined on the website, please click [here](#).

Please be mindful that teachers are not in a position to check emails consistently throughout the day and the school does not expect work emails to be checked in a teacher's personal time. We aim to respond as soon as possible and within 3 working days. Part-time staff may take longer to reply.

The student planner is also a great tool to facilitate home-school communication - please write a note (with date and signature) if you need the year teams or subject teachers to see a message.

As always, thank you for your continued support.

Yours sincerely

**Mrs Saeed**  
**Principal**



All adults in school have a responsibility to safeguard and promote the welfare of children