

<b>GURU'S AT FBA</b>		
<b>Area</b>		<b>Guru or where to find information</b>
Excel		Matt Collins
Outlook		Tom Gareth / Nathan Baldwin
Word		Tom Gareth / Nathan Baldwin
Powerpoint		Kathy Hardy / Tom Gareth / Nathan Baldwin
Publisher		Kathy Hardy / Tom Gareth / Nathan Baldwin
4 Matrix		Matt Collins
PIXL		Laura Hebden
Student Learning Resources		Tom Gareth / Nathan Baldwin
SIMS	Nova/Curriculum/Timetables	David Turrell / Wesley Menlove
	HR	Vicky Smith
	Cover	Jean Chennells
	Attendance	Katie Parkinson
	SEND	Debbie O'Shaughnessy
	Medical	Denise Chatfield
SIMS Co-ordinator		
Admissions		Sue Saxby / Progress Manager / Emilie Darabasz
In Year Admissions		Relevant ASO
Safeguard		Emilie Darabasz
Bluesky		Natalie Waterman
Parentmail / Parent Pay		Chris Gentle / Tom Gareth / Nathan Baldwin
Lunch Duty Rota		Emilie Darabasz
Duty Rota		David Turrell / Wesley Menlove
Assemblies		Gemma McGrath
School Calendar		Vicky Smith
School Birthday		Vicky Smith / David Turrell
Year 11 Prom		ASO Year 11 / Progress Manager
Year 11 Leavers Day		ASO Year 11 / Progress Manager
Year 13 Leavers Day		ASO Year 13 / Wesley Menlove
Year 13 Prom		Year 13 students
School Trips & Visits		Relevant ASO / Head of Department
School Residentials		Relevant ASO / Progress Manager
Parent Staff Association		Kathy Hardy
Charity		Katherine Poluck
Social Media		Tom Gareth / Nathan Baldwin
Friends of Frances Bardsley		Rosemary Gaughan via School website
Careers		Rebecca Woods
Work Experience		Rebecca Woods
UCAS		Anita Lucas
Vaccinations		Denise Chatfield
Exams		Elaine Woodward
Staff Wellbeing		Paul Claydon / Natalie Waterman
Student Wellbeing		Emilie Darabasz / WISE Team
Speech Night		ASO Year 12 / 13
Open Evening		Vicky Smith / Chris Gentle
Parent Evenings		Relevant ASO
Detentions		Relevant ASO
Archive / Display		Lisa Walker
Publicity / Marketing		
TV screens		Chris Gentle
Uniform		Relevant ASO
After School Clubs		
Creative Club (Year 7)		Katie Townsend
Revision Clubs		Laura Hebden
Big Activity Days		David Turrell
School Mobiles for Trips & Visits		Lynne Turner / Nicola Hyde
GDPR		Kathy Hardy / Denise Broom