

SVC Attendance Contacts

School:	Swavesey Village College		Contact No.	01954 230366
Name	Title	DSL Trained	Email Contact	
Jim Stavrou	Principal	Yes	jstavrou@swaveseyvc.co.uk	
Chloe Thompson	Senior Attendance Champion (SLT)	Yes	cthompson@swaveseyvc.co.uk	
Jemma Ryan	Attendance Officer	No	Jryan@Swaveseyvc.co.uk	
Hannah Turner	Designated Safeguarding Lead (DSL)	Yes	hturner@swaveseyvc.co.uk	
Joint Responsibility	Academy Councillor	No	lbush@cmatrust.net dhackshaw@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House	Email Contact	Tel Number
Paula Blake	Student Support Advisor (SSA)	Brunel	brunel@swaveseyvc.co.uk	01954 234481
Joanne Schofield	Student Support Advisor (SSA)	Cavendish	Cavendish@swaveseyvc.co.uk	01954 234482
Katherine Mills	Student Support Advisor (SSA)	Newton	Newton@swaveseyvc.co.uk	01954 234483
Claire Newman	Student Support Advisor (SSA)	Orwell	Orwell@swaveseyvc.co.uk	01954 234484
Ali Williamson	Student Support Advisor (SSA)	Pendleton	Pendleton@swaveseyvc.co.uk	01954 234486
Jayne Fleet	Student Support Advisor (SSA)	Wilberforce	Wilberforce@swaveseyvc.co.uk	01954 234485
Ollie Alexander	Senior Tutor (ST)	Brunel	oalexander@swaveseyvc.co.uk	01954 234485
Rob Ruddy	Senior Tutor (ST)	Cavendish	RRuddy@swaveseyvc.co.uk	
Shamsa Khokhar	Senior Tutor (ST)	Newton	SKhokhar@swaveseyvc.co.uk	
Andrew Reynolds	Senior Tutor (ST)	Orwell	AREynolds2@swaveseyvc.co.uk	
Cameron Anderson	Senior Tutor (ST)	Pendleton	CAnderson@swaveseyvc.co.uk	
Joy Huggins	Senior Tutor (ST)	Wilberforce	JHuggins@swaveseyvc.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	8.50am	9.15am	12.20pm	12.35pm
Local Authority Penalty Notice Code of Conduct Link: https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link: Policies - Meridian Trust				
Trust Parent Attendance Support Information: https://www.meridiantrust.co.uk/key-information/attendance/				