



## Contact with School

Our daytime Visitors Reception is staffed between 8.00 am and 3.50 pm from Monday to Friday, telephone: **01977 781555**.

Mrs Boden and Miss Wilson on Reception are welcoming and encourage parents/carers to make personal contacts.

Our Attendance Office staff, Mrs Pilmer and Mrs Lawrence, operate from Student Services. The Attendance Office operates a First Day Response system. It is the responsibility of parents/carers to contact school on the first day of absence. If school has not been notified of the absence the Attendance Office will try to contact parents/carers.

Contact regarding other matters should, in the first instance be via the Form Tutor/Subject Teacher. Most staff will be able to call back within 48 hours or will be able to reply to emails. Emails should be addressed to [admin@carleton.wakefield.sch.uk](mailto:admin@carleton.wakefield.sch.uk) and marked for the attention of the member of staff.

All staff manage enquiries courteously and efficiently to support our students.

## School Transport

M Travel provide bus services to the surrounding areas of Ackworth, Badsworth, East Hardwick, Thorpe Audlin, Wentbridge, Darrington, Hemsworth, Fitzwilliam and Upton.

Arriva's public service bus (408) picks up outside school at 3.23 pm and arrives at Pontefract Bus Station at 3.40 pm.

Arriva bus (136) is a public service bus leaving from Stand A, Pontefract Bus Station at 8 am, arriving at School at 8.27 am. The return bus leaves school at 3.15 pm, arriving at Pontefract Bus Station, Stand A at 3.40 pm. This bus is used by the public.

All high school students require a Metro Young Person's Photo Card, which **must** be shown to the bus driver in order for them to obtain half fare travel. These can be obtained from any bus station. Completed forms, together with proof of age and a passport size photograph should be returned to the Bus Station Travel Information desk, who will then issue the photo card.