Devonport High School for Girls

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Contact with Devonport High School for Girls

Who should I contact?

Please send your email to just one address or individual. Contacting multiple staff on an issue at the same time blurs lines of accountability and can make it less clear who the intended recipient is, thus slowing down the response. Feel free to copy (cc) others in, for information.

General and non-urgent enquiries should be sent to the general dhsg email: dhsg@dhsg.co.uk

If you have a query or need to pass on information specifically regarding attendance please contact Miss G Parkinson, Attendance Officer, gparkinson@dhsg.co.uk

If you have a general academic or pastoral question or concern, please raise this in the first instances with your child's Head of House or Tutor. They will then be able to either respond themselves, or ensure your message gets to the most appropriate person to get back to you.

House	Head of House	Email address
E	Mrs L Stacey	lstacey@dhsg.co.uk
F	Miss D Revell	drevell@dhsg.co.uk
H	Ms H Crowther	hcrowther@dhsg.co.uk
K	Dr D Parry	dparry@dhsg.co.uk
S	Mrs S Palmer	spalmer@dhsg.co.uk
6th Form	Mr L Norster, AHT, Head of Sixth Form Miss N Stepp, Assistant Head of Sixth Form	lnorster@dhsg.co.uk nstepp@dhsg.co.uk

For Lower and Middle Years non important matters, you can also email Miss H Uttley, Student Support Officer on huttley@dhsg.co.uk.

Safeguarding Team

DSL	Mrs R Morgan	rmorgan@dhsg.co.uk
DDSL	Dr D Parry	dparry@dhsg.co.uk
DDSL	Miss H Uttley	huttley@dhsg.co.uk

SENCo

SENCo	Mrs T Westlake-Brown	twestlake-brown@dhsg.co.uk

Devonport High School for Girls Academy Trust, known as **Devonport High School for Girls**, is an exempt charity. Company No. 7556657 Devonport High School for Girls is a company limited by a guarantee registered in England

When will I hear back?

Schools are busy places and often our staff have little flexibility in when they are able to dedicate time to responding to emails due to teaching or other commitments or indeed absence from school for illness, professional development or other possible reasons. However, it is important to us that your queries and concerns are acknowledged and then resolved as swiftly as possible.

Generally speaking, we will aim to respond to any email or phone message within **48 weekday hours.**

If you have not had a response within **two full working days** (eg if you make contact early on a Tuesday and you have not had a response by the end of Thursday) then please forward your email to the "escalation contact" below. This mailbox will be monitored with the aim that we can be able to support the team that you have contact to get a response to you or to provide reassurance that your contact is being addressed.

Team/Area	Escalation Contact
Assessment	Mr E Lamb – Assistant Head Teacher elamb@dhsg.co.uk
Attendance	Mr A Thomas – Deputy Head Teacher athomas@dhsg.co.uk
Culture	Mrs H Wilkinson – Assistant Head Teacher hwilkinson@dhsg.co.uk
Curriculum and Teaching	Miss H Lynch – Assistant Head Teacher hlynch@dhsg.co.uk
Head Teacher	Mr L Sargeant anettleship@dhsg.co.uk
Safeguarding	Mrs R Morgan – Assistant Head Teacher / DSL rmorgan@dhsg.co.uk
SEND	Mr A Thomas – Deputy Head Teacher athomas@dhsg.co.uk
Sixth Form	Mr L Norster – Assistant Head Teacher lnorster@dhsg.co.uk

Please note, email addresses are correct contacts at the time of publication – November 2026.

Head Teacher's PA's email address is anettleship@dhsg.co.uk.

This email address can be used for general queries where it is not clear who the query should be addressed to. The query will usually be addressed to the most appropriate person to deal with it and an acknowledgement should be received within the timescales stated. The Head Teacher, Mr L J Sargeant, will be made aware of the nature of the contact but may not be the most appropriate person to respond.

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