

September 2017

Our Ref: AW/KD/SF

Dear Parent/Guardian

It gives me great pleasure to introduce myself as Headteacher of Weatherhead High School. It is an absolute privilege to have been appointed by the school Governors and entrusted with the job of leading such an outstanding school. I am committed to the continued success of the school and will ensure all students receive the outstanding education they deserve. Many of you will already know me as I have had many senior roles in Weatherhead; most recently as Head of School and I am determined that the school will continue to build on its excellent reputation and continue to flourish and maintain its position at the heart of our community. I will ensure that our high expectations and standards are maintained, and with your support and the dedication and commitment of the staff, we will provide an outstanding education to help every student achieve their ambitions. Miss Byrne, one of our existing Assistant Headteacher's, will be Director of Sixth Form this academic year and I know she will work closely with you all to ensure a smooth transition into Year 13 or Year 12 for existing and new Weatherhead students.

At the start of a new academic year I would like to go through some key points to ensure a successful partnership between the school, parents and guardians this year and you will receive further communication shortly from Miss Byrne in regards to an information and welcome evening on Tuesday 12 September, 6.00-6.30pm for Year 12 and 6.30-7.00pm for Year 13.

Communication

In addition to the procedures that we already have in place for communicating with the school, I will be holding a half-termly Headteacher's drop-in for parents and guardians at which you can discuss any concerns or issues that you would like me to address with no appointment needed. The sessions for the Autumn Term will be held between 3.30-6.30pm on the following dates:

- Wednesday 11 October 2017
- Wednesday 29 November 2017

Refer to the attached Sixth Form communication information sheet for details about our communication procedures and can you make sure that we have all of your contact information in case of an emergency, including your current email addresses and mobile numbers, and if you have not done so already, please download our free Weatherhead App. We use this App frequently to send out reminders from the school and to tell you what is going on each week. In addition, our school website is a great place to get the latest information about the school.

Uniform

Sixth Form students are not required to wear uniform but are expected to dress appropriately for school. In practice this means that t-shirts, jeans and trainers are acceptable as long as these are reasonably smart and do not feature text or designs that could be deemed offensive or inappropriate. Colourful, patterned 'beach' shorts, short skirts or cropped tops are not permitted. I am sure that you will agree that it is important that all our Sixth Form students are role models of Weatherhead in our community.

Attendance

Excellent attendance in the Sixth Form is crucial if your daughter or son is to achieve their very best potential. If you are aware of any upcoming medical appointments, please ensure the school is informed in advance. Wherever possible, your daughter's or son's education would benefit from such appointments being made outside of the school day. We do not authorise absence during the school term, unless in exceptional circumstances. I would therefore seek your full support in aiming for your daughter or son to have 100% attendance during their time at Weatherhead.

We have a strict safeguarding policy at the school; this includes ensuring that every student is accounted for at the start of the day and during lessons. As part of this process, you will be alerted by our Sixth Form monitoring system to inform you that your daughter or son is not in school. It is therefore important that the school is informed of any absence prior to 8.30am. You can leave a message with the Sixth Form Attendance Office on 0151 631 4401.

In addition to the safeguarding policy we also do not allow visitors on site without a pass issued by reception. Without it neither staff nor students are able to identify whether the person on site should be there or not. Sixth Form students are no different in this aspect of the school. As of Monday 18th September, all Sixth Form students will be issued with an ID badge and are required to wear it whilst on site. If a student has forgotten their ID badge, they can get a day replacement from reception. They will need to sign for it on receipt and hand it back at the end of their day.

I would be grateful if you could impress on your daughter or son the importance of them playing an integral part in keeping the school community a safe place for everyone.

Car park & dropping off

Sixth Formers can access the school from 8.00am via the school gates on Breck Road and are allowed to use the main entrance during the school day. I would request that parents do not use the staff car park to drop off students or pick them up at the start or end of the day, this includes days of inclement weather. Our car park area is already very busy at these times and to avoid further congestion and to keep our students safe from harm; we would ask that parents remain on Breck Road. If your daughter or son has a car, they will not be permitted to park in the school car park and must park on Breck Road. Your support in this matter is greatly appreciated.

Extra-curricular clubs & Enrichment

Weatherhead High School has an extensive selection of extra-curricular clubs and enrichment activities available for all Sixth Form students to take part in during lunch times and after school. Further information and a timetable of activities will be shared by Miss Byrne and the Sixth Form team in the coming weeks.

Thank you for taking the time to read my letter to ensure the best possible start for your daughter or son. Effective communication between you and the school is crucial in ensuring your child has the best possible education at Weatherhead and I would like to thank you for all of your support in the coming academic year.

Yours sincerely

Miss A Whelan
Headteacher

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Reply slip – Headteacher Welcome Letter - To be returned to Form Tutor

Student name:..... Form:.....

I acknowledge receipt of the Weatherhead High School Headteacher welcome letter 2017-18.

By signing this form I confirm that I have parental responsibility.

Signed..... Date.....

We will/not be attending the information evening on Tuesday 12 September 2017

Communication Information Sheet

You can contact us via.....



Your son or daughter's school planner, which can be presented to their form tutor or class teacher.



Telephone call to the Sixth Form reception on 0151 631 4401 for any queries, which can then be directed to the relevant Year Team/Curriculum Leader.



Using the 'Contact' page of our school website - www.weatherheadhigh.co.uk



Email to sixthformapps@weatherheadhigh.co.uk or ask6f@weatherheadhigh.co.uk

We will aim to respond to any query within 2/3 working days

We may contact you via.....

⇒ Letter - hand delivered or via post

⇒ Text Message

⇒ Phone call

⇒ Email

⇒ Weatherhead App

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