

September 2017

Our Ref: AW/KD

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 a number of 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.

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.

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 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

Parents and guardians play a significant part in helping us to maintain our high standards in regards to uniform and we ask that all parents who send their children to our school fully support the school uniform policy. If any Weatherhead student does not adhere to our standards in relation to uniform then appropriate sanctions will be taken to ensure that all students meet our uniform expectations. I am sure you agree that it is important that all girls wear our uniform with pride as representatives of Weatherhead in our community.

Social Media

Weatherhead operates a no mobile phone/device policy at school from 8.35am – 3.20pm. Students must switch off all devices and are not permitted to use mobile phones to contact anyone during the school day. If a student is found to be accessing their phone/device whilst at school, it will be confiscated and returned only when a parent/guardian comes to collect it at the end of the school day. Similarly, we ask that you do not contact your daughter during school hours and use the appropriate channels.

Unfortunately, social media can sometimes have a detrimental effect on students both emotionally and academically. Your daughter is attending Weatherhead to learn and make the most of all of the wonderful extra-curricular and leadership opportunities available to her and I am certain you do not want social media to affect this experience. I am sure you can understand that we are not able to deal with the magnitude of issues brought into school caused by social media activity at home during evenings or weekends and I would like your support in this matter, however I want to reassure you that bullying has no place in our school and we will not tolerate deliberately repeated hurtful behaviour or incidents that occur during the school day.

Attendance

Excellent attendance at school is crucial if your daughter is to achieve her 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 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 to have 100% attendance during her 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 may receive a call from our absence monitoring system informing you that your daughter 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 Attendance Office or a member of our student services team.

Car park & dropping off

Students can access the school from 8.00am via the school gates on Breck Road (unless prior permission has been granted to enter/leave via reception). 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. Your support in this matter is greatly appreciated.

Extra-curricular clubs

Weatherhead High School has an extensive selection of extra-curricular clubs and activities available for all students to take part in during lunch times and after school. Students can sign up for classes easily and your daughter is encouraged to attend at least one club per week. Engaging in these extra-curricular activities is an ideal way of making new friends and becoming fully involved in the life of the school. More information and a timetable of clubs will be available to your daughter in the coming weeks, and will also be published in our extra-curricular section of our website www.weatherheadhigh.co.uk

Effective communication between you and the school is crucial in ensuring your daughter 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.....

Communication Information Sheet

You can contact us via.....



Your daughter's school planner, which can be presented to her form tutor or class teacher, for any subject or pastoral enquiry.



Telephone call to the school office on 0151 631 4400 for any enquiries, 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 askus@weatherheadhigh.co.uk or admin@weatherheadhigh.co.uk



For anything relating to attendance, you can call our Attendance Office directly on 0151 631 4410 or alternatively use the main reception number and press option 3.

We will aim to respond to any enquiry 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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